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ABSTRACT

An effort has been made to include all writings that have contributed to, or illustrate the development of, archival principles and techniques in the U.S. The major part of the guide is organized according to archival functions, rather than according to types of archival agencies. However, writings dealing exclusively with one type of records and archives--government, business, college and university, church--are listed under the appropriate chapter. The guide includes the most relevant writings published through June 1969. (Author/MF)

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The Administration of Modern Archives: A Select Bibliographic Guide

Compiled by Frank B. Evans

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FOREWORD

The General Services Administration, through the National Archives and Records Service, is responsible for administering the permanent noncurrent records of the Federal Government. These archival holdings, now amounting to more than 900,000 cubic feet, date from the days of the First Continental Congress and consist of the basic records of the legislative, judicial, and executive branches of our Government. In the Presidential libraries—the Herbert Hoover Library, the Franklin D. Roosevelt Library, the Harry S. Truman Library, the Dwight D. Eisenhower Library, the John F. Kennedy Library, and the Lyndon B. Johnson Library—are the papers of those Presidents and many of their associates in office. In addition to documenting events of great moment in our Nation's history, these archival holdings are preserved because of their continuing practical use in the ordinary processes of government, for the protection of private rights, and for the research use of scholars and students.

In addition to preparing finding aids that describe the nature and content of these records in order to facilitate their use, members of the staff of the National Archives and Records Service upon occasion prepare materials contributing directly to the development of the archival and records management professions. The present work is one such publication. While intended primarily for staff information and use, we believe that it will also be useful to others interested in the administration and use of both public and private records and archives.

Robert L. Kunzig
Administrator of General Services

PREFACE

Archivists in the Office of the National Archives appraise, accession and arrange records, provide reference service on them at the request of Government agencies and private citizens, and compile various kinds of finding aids to facilitate their use. Contributing to the literature of his profession is still another responsibility of the professional archivist, an activity perhaps not as fully evident to the public.

In the United States the archives profession is a comparatively youthful one, yet its literature is already substantial. Only through a knowledge of past archival policies and practices, acquired through familiarity with what has been written on the subject, will archivists of the present and those of the future be able to appraise current developments and devise techniques appropriate to the rapidly changing forms and uses of documentary materials. The literature continues to grow steadily, and therefore this bibliographic guide will be revised as necessary to keep abreast of the times and the material.

James B. Rhoads
Archivist of the United States

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INTRODUCTION

Writings pertinent to archival administration have increased rapidly in the last few years and are to be found not only in formal treatises but also in a wide variety of serial publications and in isolated pamphlets. Archivists and others concerned with the subject need a guide to aid them in discovering and selecting the most useful items for study and reading. The lists that follow do not purport to be a general guide to writings on archival administration, much less a comprehensive bibliography of the subject, but it is believed that they will be helpful to those interested in the phases of the subject that are covered.

The introductory remarks by Solon J. Buck and Ernst Posner in their *Selected References on Phases of Archival Administration* (National Archives, *Staff Information Circular* No. 12, Washington, May 1942) define both the purpose and the limits of this guide. The volume, variety, and location of writings on archives have indeed multiplied during the past quarter century, making selectivity even more necessary if a listing is to prove useful as a working tool. This guide is confined almost exclusively to writings in the English language, and its emphasis is upon archival theory and practice in the United States.

The state of the literature itself has determined that some sections of the guide will be longer than others. An effort has been made to include all writings that have contributed to or illustrate the development in the United States of archival principles and techniques. Other writings are representative of scores of similar publications, frequently repetitious in content, and are included as either the most accessible or the best-written articles on a particular topic. The major part of the guide is organized according to archival functions, rather than according to types of archival agencies. However, writings dealing exclusively with one type of records and archives--government, business, college and university, church--are listed under the appropriate chapter in the concluding part of the guide. Writings dealing with several phases of archives administration have usually been listed only under the topic to which they most significantly relate, and no attempt has been made to cross-reference individual entries. Finally, the guide attempts, within the above limitations, to include the most relevant writings published through June 1969.

In this guide the titles of serial publications and other bibliographical data have been abbreviated and simplified whenever possible. Quotation marks have been eliminated from the titles of published articles. The place of publication of books and pamphlets, unless otherwise indicated, is Washington, D.C. Because of the frequency with which the following institutions, organizations, publications, and other data occur, they have been designated with the symbols indicated:

AA	*American Archivist*
AASLH	American Association for State and Local History
ACJ	*Autograph Collector's Journal*
AD	*American Documentation*
AHA	American Historical Association
AHR	*American Historical Review*
ALA	American Library Association
ALJ	*Australian Library Journal*
AM	*Archives and Manuscripts* (Australia)
AP	*Aslib Proceedings*
BAC	Business Archives Council (Great Britain)
BACA	Business Archives Council of Australia
BAH	*Business Archives and History* (Australia)
BHR	*Business Historical Review*
BHS	Business Historical Society
BRA	British Records Association
CRL	*College and Research Libraries*
HAHR	*Hispanic American Historical Review*
HBR	*Harvard Business Review*
HLB	*Harvard Library Bulletin*
HN	*History News*
HS	*Historical Studies: Australia and New Zealand*
IA	*Indian Archives*
IL	*Illinois Libraries*
IRAC	U.S. Interagency Records Administration Conference
IRM	*Information and Records Management*
JAH	*Journal of American History*
JCC	*Journal of Cataloguing and Classification* (Great Britain)
JD	*Journal of Documentation*
JDR	*Journal of Documentary Reproduction*
JEH	*Journal of Economic History*
LAA	Library Association of Australia
LAR	*Library Association Record*
LC	U.S. Library of Congress
LJ	*Library Journal*

LQ	*Library Quarterly*
LRTS	*Library Resources and Technical Services*
LT	*Library Trends*
MSS	*Manuscripts*
MVHR	*Mississippi Valley Historical Review*
NA	U.S. National Archives
NARS	U.S. General Services Administration, National Archives and Records Service
NBS	U.S. Department of Commerce, National Bureau of Standards
NZL	*New Zealand Libraries*
OME	*Office Management and Equipment*
P	Processed
PAR	*Public Administration Review*
Proc.	Proceedings
R	Book Review
rep.	reprinted
RMJ	*Records Management Journal*
RMQ	*Records Management Quarterly*
SA	Society of Archivists (Great Britain)
SAA	Society of American Archivists
SLA	Society of Local Archivists (Great Britain)
SIC	*Staff Information Circular*
SIP	*Staff Information Paper*
SL	*Special Libraries*
T	Typescript in National Archives Library
UBL	*Unesco Bulletin for Libraries*
WLB	*Wilson Library Bulletin*
WMH	*Wisconsin Magazine of History*
WMQ	*William and Mary Quarterly*

Symbols used only in listing writings on a particular topic are indicated at the beginning of the listing under that topic. For short titles used for manuals and general works, see ch. II.

As the outgrowth of introductory courses in the administration of modern archives, this select bibliography owes much to my colleagues on the staff of the National Archives and Records Service. At one time or another they have reviewed chapters or sections relating to their areas of responsibility and special interests, and have called particular writings to my attention. For the selection of items for inclusion in this guide, however, and for their placement under the various headings, the compiler assumes sole responsibility. He would appreciate having brought to his attention any errors in citation, as well as writings recommended for inclusion or deletion.

The compiler is particularly indebted to Jacqueline W. Allder and Camille Hannon for their assistance in the preparation of this publication, and of the several annual revisions of an informal bibliography upon which it is based. He is also grateful to Rita B. Carr for her preparation of the copy for this guide.

The compiling of a bibliography is essentially an act of faith, and this guide, like all bibliographies, will best serve its purpose if it is quickly outdated by the writings of those who use it.

Washington, D.C. F.B.E.

PART I. INTRODUCTION TO ARCHIVES ADMINISTRATION

I. GENERAL BIBLIOGRAPHIC AIDS

Very little has been written on the history of the literature of archives administration in the United States. For a discussion of the problems involved, see Edna L. Jacobsen, American Archival Journals, *AA*, 2:37-45 (Ja 39). A valuable study in this area is Karl L. Trever, *The American Archivist:* The Voice of a Profession, *AA*, 15:147-55 (Ap 52).

The most useful guide to writings on archives administration for the period before 1942 is NA, *Selected References on Phases of Archival Administration*, comp. by Solon J. Buck and Ernst Posner (*SIC*, No. 12, 42). In addition to containing many annotated entries, this bibliography includes the most useful European writings to that date and indicates those available in draft translation in the NA Library. Additional writings for the period before 1942 may be obtained from LC, A Selected List of References on the Administration and Care of Public Archives in the United States, comp. by Ann D. Brown (34 P); and from NA, Select Bibliography on the History, Organization, and Activities of Archival Agencies (41 P).

For the period since 1942 the most comprehensive guide to writings in English dealing with the administration of archives is the series of classified bibliographies published, beginning in 1943, in the *AA* under the title Writings on Archives, Current Records, and Historical Manuscripts. For a listing of the writings see A Checklist of the Bibliographies of Writings on Archives, Current Records, and Historical Manuscripts, comp. by the Editor [Kenneth W. Munden], (AA Biblio. List, No. 9, 65 P). Also useful are Ernst Posner, comp., Basic Bibliography of Writings on Public Archives Administration in the United States, in his *American State Archives* (Chicago 64), 377-86, and the initial sections in The Historical Profession, in AHA, *Writings on American History, 1948-* , comp. by James R. Masterson and published since 1950 as supplements (or as vol. 2) of the AHA, *Ann. Rept.*

The most comprehensive series of bibliographies on archives administration, in terms of geographical coverage and foreign language writings, is that compiled by Robert-Henri Bautier *et al.* under the title Bibliographie analytique internationale des publications relatives à l'archivistique et aux archives. The series has been published in *Archivum* beginning in 1952 and to date covers the period 1947-59. With its inception in 1938 the *AA* began publishing Abstracts of Archive Publications, which were discontinued during World War II and revived in 1960 as Abstracts of Foreign Periodicals; these provide valuable summaries in English of the contents of major archival journals outside the United States.

Bibliographies on particular topics are listed in this guide at the end of the section on the topic to which they relate.

II. GENERAL WORKS AND MANUALS

An adequate general history of the evolution of archives administration and a comprehensive manual on the principles and techniques for the administration of modern archives of both public and private origin still remain to be written. Contributions to such a history and a manual are scattered in a wide variety of books, pamphlets, articles, and processed studies. For an understanding of the status of archives administration in the United States, the most valuable general works are:

Schellenberg, T. R. *Modern Archives: Principles and Techniques* (Chicago 56); hereafter cited as Schellenberg, *Modern Archives.*

Schellenberg, T. R. *The Management of Archives* (N.Y. 65); hereafter cited as Schellenberg, *Management of Archives.*

Posner, Ernst. *American State Archives* (Chicago 64); hereafter cited as Posner, *State Archives.*

The first treatise relates primarily to records and archives of the Federal Government and the policies and procedures of the National Archives and Records Service. The second study investigates the history and relationship of archives administration and library science, and provides a systematic exposition of methodology for the arrangement and description of both textual and nontextual documentary material. Professor Posner's study is valuable for the history of archives administration in the United States, its discussion of archival functions and problems common to most archival agencies, and for the "standards" it advances that have become a model for the entire profession.

More selective in their coverage but nevertheless invaluable are the following works:

Hesseltine, William B., and Donald R. McNeil, eds. *In Support of Clio: Essays in Memory of Herbert R. Kellar* (Madison 58); hereafter cited as Hesseltine, *In Support of Clio.*

Munden, Ken, ed. *Archives & The Public Interest: Selected Essays by Ernst Posner* (67); hereafter cited as *Selected Essays.*

On the administration of "historical manuscripts" the most useful and influential manuals are:

Kane, Lucile M. *A Guide to the Care and Administration of Manuscripts* (2d ed. Nashville 66); hereafter cited as Kane, *Manuscripts*.

Bordin, Ruth B., and Robert M. Warner. *The Modern Manuscript Library* (N.Y. 66); hereafter cited as Bordin and Warner, *Manuscript Library*.

Other general works and manuals, useful for an understanding of the development of archives administration, include:

AHA, Public Archives Commission. *The Preservation of Local Archives: A Guide for Public Officials* (32).

Blegen, Theodore C. *A Report on the Public Archives* (Wis. State Hist. Soc., *Bull. of Information*, No. 94, Madison 18); hereafter cited as Blegen, *Report on the Public Archives*.

Botha, C. Graham. *Report of a Visit to Various Archive Centers in Europe, United States of America, and Canada* (Pretoria 21).

Brooks, Philip C. *Research in Archives: The Use of Unpublished Primary Sources* (Chicago 69).

Christopher, H. G. T. *Palaeography and Archives: A Manual for the Librarian, Archivist, and Student* (London 38).

Davies J. Conway, ed. *Studies Presented to Sir Hilary Jenkinson* (London 57).

Emmison, Frederick G. *Introduction of Archives* (London 64).

Henderson, George C. *Report on the Collection, Storage, and Preservation of Archives in Europe* (Adelaide 15).

Hollaender, A. E. J. ed. *Essays in Memory of Sir Hilary Jenkinson* (Chichester 62); hereafter cited as Hollaender, *Essays in Memory of Jenkinson*.

Hower, Ralph M. *The Preservation of Business Records* (Boston 40); rev. of an article in BHS, *Bull.*, 11:37-83 (N 37).

Jenkinson, Hilary. *A Manual of Archive Administration*, ed. by Roger H. Ellis (rev. 2d ed. London 65).

Johnson, Charles. *The Care of Documents and Management of Archives* (*Helps for Students of History*, No. 5, London 19).

Leahy, Emmett J. A Study of European Archival Administration (39. 2 pts. T).

Leland, Waldo G. *Report on the Public Archives and Historical Interests of the State of Illinois*, Ill. State Ed. Bldg. Comm., *Rept.*, 11-53 (13).

LC. *Notes on the Care, Cataloguing, Calendaring, and Arranging of Manuscripts*, by John C. Fitzpatrick (3d ed. 34).

Macmillan, David S., ed. *Archives--Techniques and Functions in a Modern Society* (BACA, *Pub.* No. 2, Sydney 57).

Minnesota Hist. Soc. *The Care and Cataloguing of Manuscripts as Practiced by the Minnesota Historical Society*, comp. by Grace Lee Nute (St. Paul 36).

Muller, Samuel, J. A. Feith, and R. Fruin. *Manual for the Arrangement and Description of Archives*, trans. from the 2d Dutch ed. of 1920 by Arthur H. Leavitt (N.Y. 40, rep. 68).

NA. *Report on a Scientific Mission to German, Austrian, and Swiss Archives*, by Joseph Cuvelier (*SIC*, No. 2, 39).

Parker, Donald D. *Local History: How to Gather It, Write It, Publish It* (rev. and ed. by Bertha E. Josephson. N.Y. 44).

Perotin, Yves, ed. *A Manual of Tropical Archivology* (Paris 66).

Redstone, Lilian J., and Frances W. Steer, eds. *Local Records: Their Nature and Care* (London 53).

Stevens, Rolland E., ed. *University Archives: Papers Presented at an Institute Conducted by the University of Illinois Graduate School of Library Science, November 1-4, 1964* (Champaign 65); hereafter cited as Stevens, *University Archives*.

Stiles, Cassius C. *Public Archives: A Manual for Their Administration in Iowa* (Des Moines 28); rep. from *Annals of Iowa*, vols. 10, 12, 16.

Vail, R. W. G. (issue ed.). Manuscripts and Archives, *LT*, 5, No. 3 (Ja 57).

White, H. L. Trends in Archival Administration, *HS*, 1:102-15 (O 40), also in Austral. Inst. of Libs., *Proc., 1941-2*, 46-60.

Since archival activity in the United States represents necessary modifications of traditional European concepts, principles, and techniques, and in turn has led to modifications of practices in other countries, the student of archives administration should also become familiar with the following general works, treatises, and manuals, none of which are currently available in English translation:

Angarano, Giovannino. *Tecnica archivistica (con illustrazione pratica). Manuale ad uso dell'Archivista della Pubblica Amministrazione* (Roma 42).

Bachulski, Aleksy. *Szkice Archiwalne* (Warszawa 52).

Baldini, I. *El Archivo en la Empresa Moderna. Tratado Practico de Organización y Funcionamiento de sus Servicios* (Barcelona 59).

Bandini, Italo. *L'archivio. Manuale pratico per l'organizzazione e il funzionamento dei servizi d'archivio* (Milano 58).

Bassi, A. C. *Principios de metodología general* (Buenos Aires 39).

Bautier, Robert-Henri. Les Archives, in Charles M. D. Samaran, ed., *L'histoire et ses méthodes* (Paris 61), 1120-66.

Beschorner, Hans, ed. *Archivstudien zum siebzigsten Geburtstage von Woldemar Lippert* (Dresden 31).

Bori Llobet, R. *Manual practico de clasificación y archivo* (Barcelona 32).

Boudet, P. *Manuel de l'Archiviste* (2d ed. Hanoi 45).

Boullier de Branche, H. *Archivo. Organización y Metodos* (San José de Costa Rica 59).

Brenneke, Adolf. *Archivkunde: Ein Beitrag zur Theorie und Geschichte des europäischen Archivwesens*, ed. by Wolfgang Leesch (Leipzig 53).

Casanova, Eugenio. *Archivistica* (2d ed. Siena 28).

Casanova, and Bruno Katterbach. Archivio e archivistica, *Enciclopedia italiana*, 4:83-90 (Rome 29).

Cassese, Leopoldo. *Introduzione allo studio dell'Archivistica* (Roma 59).

Ciceri, Angelo. *Archivi e Archivistica. Manual* ... (Milano 52)

Congrès international des Archivistes et des Bibliothécaires, 1910. *Actes* (Bruxelles 12).

Cuvelier, Joseph. Les Archives. *Revue des bibliothèques et archives de Belgique*, 1:6-22 (03).

Enders, Gerhart. *Archivverwaltungslehre: Archivwissenschaft und Historische Hilfswissenschaften* (Berlin 62, 2d ed. 67).

Favier, Jean. *Les Archives* (Paris 65).

Fournier, Pierre F. *Conseils pratiques pour le classement et l'inventaire des archives et l'édition des documents historiques écrits* (Paris 24).

Giordano, Virgilio. *Elementi di Archivistica col Esegesi di Diritto Archivistico* (Livorno 57).

Giry, A. Archives, *La grande encyclopédie*, 3:747-62 (Paris 1889).

Gonsalves, Viana M. *Arte de Clasificar e de Arquivar* (Oporto 56).

Gouw, J. L. Van der. *Inleiding tot de archivistiek* (Zwolle 56).

Iz Arhivistike. Priručnika za službenike arhiva Izd. Državnog archiva NR Srbije i stalnog tecaja za archivske pomocnike (Beograd 59).

Konarski, Kazimier. *Nowożytna archiwistyka polska i jej zadania* (Warsaw 29).

Konarski. Podstawowo zasady archivistyki, *Archeion*, 19/20:19-104 (51).

Langlois, Charles V. Les science des Archives, *Revue Internationale des Archives*, 1:7-25 (1895).

Löher, Franz von. *Archivlehre: Grundzüge der Geschichte, Aufgaben, und Einrichtung unserer Archive* (Paderborn 1890).

Lötzke, H., and H. S. Bracher, eds. *Archivar und Historiker: Studien zur Archiv and Geschichtswissenschaft* (Berlin 56).

Machačka, Fr. D. *Spisovna - Archiv - Pamatkey - Kronika* (Praha 49).

Mantilla Tascón, Antonio. *Cartilla de Organizació de Archivos* (Madrid 60).

Mazzoleni, J. *Lezioni di Archivistica* (Napoli 54, 2d ed. 62).

Meisner, Heinrich O. *Urkunden und Aktenlehre der Neuzeit* (2d ed. Leipzig 52).

Mitiaev, K. G. *Teoria i Praktyka Archivalnej* (Warszawa 54).

Neuss, E. *Akterkunde der Wirtschaft* 2 vols. (Berlin 54, 56).

Nifikurov, L. A., and G. A. Belov, eds. *Theorija i praktika arkhivnago dela vSSSR* (Moskva 66).

Nũnez de Cepeda, M. *Elementos de Archivologia, Paleografía y Diplomática* (Pamplona 43).

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IV. DEVELOPMENT OF ARCHIVES ADMINISTRATION: AN OVERVIEW

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VI. ARCHIVES ADMINISTRATION AND RECORDS MANAGEMENT

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For the program of Federal paperwork management see NARS, *Records Management Handbooks*, as follows:

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	Plain Letters (55).
	Guide Letters (55).
Managing Mail:	*Agency Mail Operations* (57).
Managing Current Files:	*Protecting Vital Operating Records* (58).
	Files Operations (64).
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	Source Data Automation Systems (63).
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See also ch. XXIV, Select Problems of Archives Administration.

PART II. SURVEY OF ARCHIVAL FUNCTIONS

VII. APPRAISAL OF MODERN RECORDS: GUIDELINES AND TECHNIQUES

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1. Schellenberg. *Modern Archives*, 133-60.
2. NA. *The Appraisal of Modern Public Records*, by T. R. Schellenberg (*Bull.* No. 8, 56).
3. NA. *The Appraisal of Current and Recent Records*, by G. Philip Bauer (*SIP*, No. 13, 46).
4. Harold T. Pinkett. Identification of Records of Continuing Value, *IA* 16:54-61 (Ja 65/D 66).

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1. William D. McCain. The Value of Records, *AA*, 16:3-12 (Ja 53).
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3. Philip C. Brooks. The Selection of Records for Preservation, *AA*, 3:221-34 (0 40).
4. Wilfred I. Smith. Archival Selection: A Canadian View, SA, *Jour.*, 6:275-80 (0 67).
5. Harold T. Pinkett. Selective Preservation of General Correspondence, *AA*, 30:33-43 (Ja 67).
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Hilary Jenkinson, The Choice of Records for Preservation: Some Practical Hints, *LAR*, 41:543-4 (N 39); Jenkinson, The Problem of Elimination in the Records of Public Departments, in Ronald Staveley, ed., *Government Information and the Research Worker* (London 52), 18-32; Jenkinson, Roots, SA, *Jour.*, 2:131-8 (0 61); Lisa Kaiser, Selection of Statistical Primary Material, *Archivum,* 6:75-80 (56); J. A. King, Statistical Records: The Librarian's Point of View, *LAR*, 54:122-4 (52); W. Kaye Lamb, The Fine Art of Destruction, in Hollaender, *Essays in Memory of Jenkinson*, 50-6; Lamb, Keeping the Past Up to Date, SA, *Jour.*, 2:285-8 (Ap 63); Lamb, The Changing Role of the Archivist, *AA*, 28:3-10 (Ja 66); A. W. Mabbs, The Public Records Office and the Second Review, *Archives*, 8:180-4 (O 68); Yves Perotin, Administration and the "Three Ages" of Archives, *AA*, 29:363-9 (Jl 66); H. M. Walton, Some Comments on Destruction Schedules, *Archives*, 6:147-53 (Ap 64); P. J. Wenter, The Destruction of Records in South Africa, *Archives Yearbook of S. African Hist.*, 1, Pt. 1:233-9 (38); A. M. Wilms, Records Disposition, *Canadian Chartered Accountant*, 85:244-8 (0 64).

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VIII. DISPOSITION PRINCIPLES AND TECHNIQUES

RECOMMENDED READINGS

1. Schellenberg. *Modern Archives*, 94-110.
2. Robert H. Bahmer. Scheduling the Disposition of Records, *AA*, 6:169-75 (Jl 43).
3. Joseph L. Kish. Step by Step to an Efficient Records Retention Program, *RMJ*, 3:2-26 (Wint 65).
4. Herbert E. Angel. Archival Janus: The Records Center, *AA*, 31:5-12 (Ja 68).

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2. Isadore Perlman. General Schedules and Federal Records, *AA*, 15:27-38 (Ja 52).
3. Edward G. Campbell. Records Disposition in the United States, *Archivar*, 8, cols. 107-12 (55).
4. Homer L. Calkin. Inventorying Files, *PAR* 11:242-52 (Aut 51).
5. NARS. *Records Management Handbook. Managing Noncurrent Files: Applying Records Schedules* (61).
6. NARS. *Records Management Handbook. Managing Noncurrent Files: Federal Records Centers* (67).

ADDITIONAL READINGS

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On disposition policies and practices of individual States, see Christopher C. Crittenden and Nell Hines, The Disposal of Useless State Archives, *AA*, 7:165-73 (Jl 44); Thornton W. Mitchell, The Illinois Records Management Survey, *AA*, 20:119-30 (Ap 57); Posner, *State Archives*, 323-7; Vernon B. Santon, The New York State Inventory Project, *AA*, 20:357-67 (0 57); SAA, Comm. on State Archives, Report on Records Disposal Policies of the States and Territories of the United States (Atlanta 56 P), and Suppl. (Atlanta 57 P). See also Clarence A. Dockens, Records Inventory and Scheduling, *RMQ*, 2:21-4 (Ap 68).

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IX. PRESERVATION: BUILDINGS AND STORAGE FACILITIES

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2. W. J. Barrow. Archival File Folders, *AA*, 28:125-8 (Ja 65).
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4. Morris Rieger. Packing, Labeling, and Shelving at the National Archives, *AA*, 25:417-26 (O 62).
5. T. R. Schellenberg. Modern Archival Buildings, *Archivum*, 6:88-92 (56).
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X. PRESERVATION: REPAIR AND REHABILITATION

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XI. ARRANGEMENT OF ARCHIVES

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55); Evelyn Hensel, Treatment of Nonbook Materials, *LT,* 2:187-98 (O 53); Robert W. Hill, Literary, Artistic, and Musical Manuscripts, *LT,* 5:322-9 (Ja 57); How to Process a Manuscript Collection, *WMH,* 36:196-7 (Spr 53).

Dorsey W. Hyde, Jr., The Integration of Work With Archives and Historical Manuscripts, *LJ*, 64:539-41 (Jl 39); Michael Jasenas, Cataloguing Small Manuscript Collections, *LRTS*, 7:264-73 (Sum 63); Fortis W. Johnson, A Historian Looks at Archives and Manuscripts, *AA*, 19:229-33 (Jl 56); Robert W. Lovett, Care and Handling of Non-Government Archives, *LT*, 5:380-9 (Ja 57); Lovett, Some Changes in Handling of Business Records at Baker Library, *AA*, 19:39-44 (Ja 56); David S. Macmillan, The Classification and Description of Business Records, BACA, *Bull.* (My 45), 16-23; G. K. Marks and John M. Jennings, Manuscript Arrangement of the Virginia Historical Society, *Va. Libs.*, 2:45 (Ja 56); Minn. Hist. Soc., *The Care and Cataloging of Manuscripts as Practiced by the Minnesota Historical Society*, comp. by Grace Lee Nute (St Paul 36); Ruth K. Nuermberger, A Ten-Year Experiment in Archival Practices, *AA*, 4:250-61 (O 41); Organization and Preservation of Manuscript Collections, ALA, *Pub. Docs., 1938*, 357-89 (practices of five repositories); Howard H. Peckham, Arranging and Cataloging Manuscripts in the William L. Clements Library, *AA*, 1:215-29 (O 38).

Nathan Reingold and Robert I. Watson, The Organization and Preservation of Personal Papers, *Am. Psychologist*, 21:971-3 (O 66); Reingold, The Anatomy of a Collection: The Rhees Papers, *AA*, 27:251-9 (Ap 64); Report of Ad Hoc Committee on Manuscripts Set Up by the American Historical Association in December 1948, *AA*, 14:229-40 (Jl 51), especially 230-2, also published in AHA, *Ann. Rept., 1950*, 1:64-71; Alan D. Ridge, Arranging the Archives of the School of Nursing of the Montreal General Hospital, SA, *Jour.*, 3:403-11 (O 68); Mattie Russell, Organization of Materials Within the Library, in *Materials By and About American Negroes...*, ed. by Annette H. Phinazee (Atlanta 67), 25-39; Russell and Edward G. Roberts, The Processing Procedures of the Manuscript Department of Duke University Library, *AA*, 12:369-80 (O 49); V. R. Spencer, Processing of Manuscripts and Archival Materials (Unpublished Master's thesis, U. of Mich., 61); Colton Storm, The Care and Feeding of a Manuscript Collection, *ACJ*, 1:9-11 (O 48); Esther Vender Velde, Organization of the William Allen White Collection, *JCC*, 12:15-7 (Ja 56); and John R. W. Whitefield, The Arrangement and Listing of Estate and Private Muniments, SLA, *Bull.*, 12:26-9 (53). *Cf.* Carl E. Guthe, Documenting Collections: Registration and Records, AASLH, *Tech. Leaflet* 11, *HN*, 18, No. 19 (Jl 63).

ARRANGEMENT OF PRINTED NONBOOK ITEMS

A variety of methods and procedures for controlling printed items are discussed in Elizabeth Amerince, The Clipping and Pamphlet File, *WLB*, 9:113-9 (N 34); Robert L. Collison, Filing and Indexing: Pt. 2. Pictorial Matter, *Office Mag.*, 10:101-3 (F 63), Pt. 3. Newsclippings, *ibid.*, 10:184-6 (Mr 63), Pt. 4. Filing Cards, *ibid.*, 10:295-6, 299-301 (Ap 63), Pt. 5. Magazines, *ibid.*, 10:388-91 (My 63), Pt. 7. Trade Catalogues, *ibid.*, 10:562-5 (Jl 63); Collison, *The Treatment of Special Material in Libraries* (rev. ed. London 56); Lester Condit, *Pamphlet About Pamphlets* (Chicago 39); Philena A. Dickey, *The Care of Pamphlets and Clippings in Libraries* (White Plains 17); Virginia Fairfax, *Pamphlets and Clippings in a Business Library* (San Francisco 21); Wilmer L. Hall, Arrangement and Description of Pamphlets and Clippings (Va. State Lib., *Bull.*, 15, No. 1, 24); Norma A. Ireland, *The Pamphlet File in School, College and Libraries* (rev. ed. Boston 54); M. Margaret Kehl, General Principles of Filing Pamphlets, *SL*, 45:17-9 (Ja 54); Jack King, The Pamphlet in the University Library, *LRTS*, 10:51-6 (Wint 66); Donald Mason, *A Primer of Non-Book Materials in Libraries* (London 58); Melvin Oathout and Evelyn Oathout, A Pamphlet Method for Research Libraries, *CRL* 8:414-21 (O 47); E. B. Power, Use of Sheet Film for Newspaper Clippings, *SL*, 45:111-4 (Mr 54); Margaret C. Smith, Solving the Problems of a Pamphlet Collection, *SL*, 28:75-9 (Mr 37), 28:101-14 (Ap 37); E. Smythe, Press Cuttings, *AP*, 1:105-12 (Ag 49); and John C. Wyllie, Pamphlets, Broadsides, Clippings and Posters, *LT*, 4:195-202 (O 55).

See chs. XIV-XVII for the arrangement of special physical types of documentary material.

XII. DESCRIPTION OF ARCHIVES

RECOMMENDED READINGS

1. Schellenberg. *Modern Archives*, 194-214.
2. Schellenberg. *Management of Archives*, 47-60, 106-58, 219-301.
3. NA. *The Preparation of Preliminary Inventories* (*SIC*, No. 14, 50).
4. Katherine E. Brand. The Place of the Register in the Manuscripts Division of the Library of Congress, *AA*, 18:59-67 (Ja 55).

SUGGESTED READINGS

1. Robert S. Gordon. Suggestions for Organization and Description of Archival Holdings of Local Historical Societies, *AA*, 26:19-39 (Ja 63).
2. Kane. *Manuscripts*, 51-63.
3. NA. *The Preparation of Lists of Record Items* (*SIP*, No. 17, rev. 60).
4. Bordin and Warner. *Manuscript Library*, 50-68.
5. Dorothy V. Martin. Use of Cataloging Techniques in Works With Records and Manuscripts, *AA*, 18:317-36 (O 55).
6. Arline Custer. The National Union Catalog of Manuscript Collections, *LRTS*, 8:188-20 (Spr 64).

ADDITIONAL READINGS

DESCRIPTION AND CATALOGING: GENERAL

Many of the writings listed in the previous chapter deal with both classification and cataloging or arrangement and description. With particular reference to cataloging and description, see also Dorothy V. Martin, comp., Books in the Cataloging of Manuscript Materials, *AA*, 11:42-4 (Ja 48).

Useful also are Dennis R. Bodem, The Use of Forms in the Control of Archives at the Accessioning and Processing Level, *AA*,, 31:365-9 (O 68); William H. Bond, The Cataloging of Manuscripts in the Houghton Library, *HLB*, 4:392-6 (Aut 50); Ruth B. Bordin, Cataloging Manuscripts--A Simple Scheme, *AA*, 27:81-6 (Ja 64); Maynard Brichford, Appraisal and Processing, in Stevens, *University Archives*, 46-61; Verner W. Clapp, Archivists and Bibliographical

Control: A Librarian's Viewpoint, *AA*, 14:305-11 (O 51); Clapp, Subject Controls--Nature and Level of Controls, *AD*, 3:11-5 (Ja 52); Dorothy K. Coveney, The Cataloguing of Literary Manuscripts, *JD*, 6:125-39 (S 50); John D. Cowley, *Bibliographical Description and Cataloguing* (London 39); C. E. Dewing, Manuscript Cataloging--The Beinecke Method Examined, *AA*, 31:35-43 (Ja 68); Directions for the Preparation of Finding Mediums . . . Feb. 28, 1941, NA, *Ann. Rept.*, 7:65-8 (42); Sherrod East, Describable Item Cataloging, *AA*, 16:291-304 (O 53); Thelma Eaton, *Classification in Theory and Practice* (Champaign 57); Eaton, The Development of Classification in America, in *The Role of Classification in the Modern American Library* (Champaign 59); Luther H. Evans and Edythe Weiner, The Analysis of County Records, *AA*, 1:186-200 (O 38); Earl Farley, Cataloging Special Collection Material, *JCC*, 12:11-4 (Ja 56); G. L. Fischer, Notes on Descriptive Listing of Historical Materials, *AM*, 2:15-29 (Jl 61).

Worthington C. Ford, Cataloging Special Publications and Other Material: Manuscripts, in Charles A. Cutter, *Rules for a Dictionary Catalog* (4th ed. 04), 135-8; L. G. Gorton, Arrangement and Cataloguing of Modern Historical Papers in the British Museum, *Archives*, 8:2-7 (Ap 67); Philip M. Hamer, Finding Mediums in the National Archives: An Appraisal of Six Years' Experience, *AA*, 5:82-92 (Ap 42); Ill. State Lib., *Catalog Rules: Series for Archives Materials*, comp. by Margaret C. Norton (Springfield 38); Michael Jasenas, Cataloging Small Manuscript Collections, *LRTS*, 7:264-73 (Sum 63); Henry M. Lydenberg, Historical Manuscripts and Prints in the New York Public Library and the Methods of Cataloging Them, *LJ*, 24:249-52 (Je 1899).

David C. Mearns, Historical Manuscripts, Including Personal Papers, *LT*, 5:313-21 (Ja 57); Kenneth Munden, Cataloging Rules in the Departmental Records Branch, *AA*, 19:291-302 (O 56); Grace L. Nute, Suggestions for a Code for Cataloging Historical Manuscript Collections, ALA, *Archives and Libs., 1939*, 54-63; Dorothy M. Owen, Why and How? Some Thoughts on the Cataloguing of Ecclesiastical Archives, SA, *Jour.* 2:467-71 (O 64); Nathan Reingold, Manuscripts of Science–Analysis and Description, *AA*, 24:163-70 (Ap 61); Reingold, Subject Analysis and Description of Manuscript Collections, *Isis*, 53:106-12 (Mr 62); Reingold, Confessions of a Reformed Archivist, *AA* 3:371-7 (O 68); John R. Russell, Some Problems in Cataloging Archives, ALA, *Pub. Docs., 1937*, 286-97; Russell, Cataloging at the National Archives, *AA*, 2:169-78 (Jl 39).

Emma M. Scheffler, The Card Catalog: A Useful Tool for State Archives, *IL*, 41:288-98 (Ap 59); T. R. Schellenberg, The Finding Aid Programme of the National Archives, USA, *IA*, 8:1-7 (Ja/Je 54); Schellenberg, Description of

Private Papers, *AM*, [1]:1-19 (Ag 58); Murhpy D. Smith, Preparing a Manuscript Guide for a Learned Society, *AA*, 25:323-30 (Jl 62); V. R. Spencer, Processing of Manuscripts and Materials (Unpublished Master's thesis, U. of Mich., 61); Evangeline Thurber, Suggestions for a Code for Cataloging Archival Materials, ALA, *Archives and Libs., 1939*, 42-53; William J. Van Schreevan, Information Please: Finding Aids in State and Local Archival Depositories, *AA*, 5:169-78 (Jl 42); and William J. Wilson, Manuscript Cataloging, *Traditio*, 12:457-555 (56), especially 519-37.

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On the significant role of the Historical Records Survey in the development and adoption of the techniques of collective arrangement and description, see Sargent B. Child, What is Past is Prologue, *AA*, 5:217-27 (O 42); Margaret S. Eliot, Inventories and Guides to Historical Manuscript Collections, ALA, *Archives and Libs., 1940*, 26-35; Luther H. Evans, The Local Archives Programs of the W.P.A. Historical Records Survey, ALA, *Pub. Docs., 1938*, 283-300; Evans, Next Step in the Improvement of Local Archives, *ibid., 1937*, 276-85; Richard B. Morris, Inventories of County Archives and Miscellaneous State and Local Archives, *AHR*, 45:159-62 (O 39); R. W. Kidder, The Historical Records Survey: Activities and Publications, *LQ*, 13:136-49 (43); U.S. Hist. Records Survey, Instructions for the Preparation of Inventories of Public Records by Historical Records Survey Projects (W.P.A., Tech. Series, Research and Records Circ. No. 5, 41 P). See also S. B. Childs and D. P. Holmes, Bibliography of Research Project Reports: Check List of Historical Records Survey Publications (W.P.A. Tech. Series, Research and Records Biblio. No. 7, 43 P); and M. E. Colby, Final Report on Disposition of Unpublished Materials of the W.P.A. Writers Program (43 P).

CALENDARING

See particularly Worthington C. Ford, On Calendaring Manuscripts, Biblio. Soc. of Am., *Papers*, 4:45-6 (09); Morris L. Radoff, A Guide to Practical Calendaring, *AA*, 11:123-40 (Ap 48), and A Practical Guide to Calendaring, *AA*, 11:203-22 (Jl 48).

INDEXING

The most useful writings on indexing of textual materials include: Am. Records Mgt. Assoc., *Rules for Alphabetical Filing as Standardized by American Records Management Association* (*Research Study* No. 1, Dearborn 60); John Askling, Words at Work, *LJ*, 78:1879-82 (N 1, 58); The Basic Systems of Indexing, *Adm. Mgt.*, 2:34-41 (J 64); Terry Beach, Subject File Manuals: The Why and How of Their Development, *AA*, 15:105-26 (Ap 52); Charles L. Bernier, Subject-Index Production, *LT*, 16:388-97 (Ja 68); W. V. Bingham, How to Make A Useful Index, *Am. Psychologist*, 6:31-4 (Ja 51); H. T. Black, Selective Indexing, *SL*, 29:99-103 (Ap 38); Laura H. Cadwallader, *Principles of Indexing and Filing* (4th ed. Balt. 58); G. V. Carey, *Making an Index* (3d ed. Cambridge 63); Helen L. Chatfield, The Treatment of Subject Matter, *Filing Bull.*, 15:25-9 (D 46); A. L. Clarke, *Manual of Practical Indexing*. . . (2d rev. ed. London 33); Robert L. Collison, Indexing Deeds and Documents, *Indexer*, 5:113-23 (Spr 67); Collison, *Indexes and Indexing: Guide to the Indexing of Books, and Collections of Books, Periodicals, Music, Gramophone Records, Films, and Other Material, With Reference Section and Suggestions for Further Reading* (2d ed. N.Y. 59).

Peter J. Doyle, The Alphabetical Name Index, *Office Mag.*, 43:74-7 (Je 56); Barbara Hopkins, The Case for the Subject File, *Filing Bull.*, 17:35-7 (Ja/F 49); Elizabeth A. Ingerman, A New Method of Indexing Manuscripts, *AA*, 25:331-40 (Jl 62); Willard R. Jillson, The Indexing of Historical Materials, *AA*, 16:251-7 (Jl 53); L. C. Johnson, Archive Indexing, *Indexer*, 4:105-8 (Aut 65); Frederick Jonker, *Indexing Theory, Indexing Methods, and Search Devices* (N.Y. 64); Bertha E. Josephson, Indexing, *AA*, 10:133-50 (Ap 47); Gilbert Kahn, *et al.*, *Progressive Filing* (7th ed. N.Y. 61); Barbara F. R. Kyle, Notes on Cataloguing in Special Libraries With Special Emphasis on Author and Name Entries, *JD*, 22:13-21 (Mr 66).

John W. Metcalfe, *Information Indexing and Subject Cataloging: Alphabetical, Classified, Coordinate, Mechanical* (N.Y. 57); Minn. Hist. Soc., *Selected Subject Headings Used by the Manuscript Department of the Minnesota Historical Society*, comp. by Lucile M. Kane (*Service Bull.* No. 2, St. Paul 51); Stella D. Neiman and Lester J. Cappon, Comprehensive Historical Indexing: The *Virginia Gazette* Index, *AA*, 14:291-304 (O 51); N.Y., Archives and History Div., *Guides to Selecting and Alphabetizing Entries for a Name Index*, prepared by G. Donald Sager *et al.* (Albany 60); Margaret C. Norton, Names Indexes, *IL*, 28:217-25 (Ap 46); Johannes Papritz, Plan for a General Index for Archives, *UBL*, 15:188-93 (Jl/Ag 61); James W. Perry and John L. Melton, Principles of Machine and System Design with Special Reference to the Indexing and Analysis of Historical Literature, *AD*, 10:278-85 (O 59); Julia Pettee, *Subject Headings:*

The History and Theory of the Alphabetical Subject Approach to Books (N.Y. 46), 57-129; Dorothy A. Pickett, The Fundamentals of Filing, *Office*, 34:51-74 (D 51); O. W. Roskill, *Filing and Indexing: A Study of the Principles and Practices of Classification as Applied to Filing Systems* (London 46), 1-44.

Emma M. Scheffler, The Name Index, *IL*, 43:449-61 (Je 61); R. Shank, New Concepts in Indexing, Medical Lib. Assoc., *Bull.*, 53:388-98 (Jl 65); Harry A. Sharp, Cataloguing: Some New Approaches; Manuscripts, *Lib. World*, 58:112-4 (Ja 57); Fred Shelley, The Presidential Papers Program of the Library of Congress, *AA*, 25:429-33 (O 62); LC, *The Card Catalog of the Library of Congress: A Brief Description* (55); Bertha M. Weeks, *How to File and Index* (rev. ed. N.Y. 56); Martha T. Wheeler, *Indexing: Principles, Rules and Examples* (5th ed. Albany 57); and Douglas Wurtele, Indexing of Private Papers in the Public Archives, *Canadian Libs.*, 21:23-5 (Jl 64).

For additional writings, see J. Myron Jacobstein, Indexes and Indexing: A Selected Bibliography of Periodical Articles, *LJ*, 83:1357-8 (My 1, 58); Eleanor P. Steiner-Prag, Indexes and Indexing: A Selected Bibliography of Books and Pamphlets, *LJ*, 83:1356-7 (My 1, 58); and Jean M. Wayne, comp., *Indexing, With Emphasis on Its Technique: An Annotated Bibliography, 1939-54* (N.Y. 55). For the impact of automation on indexing, see ch. XXIII.

REPRESENTATIVE PUBLISHED FINDING AIDS

The following listing is intended only to provide examples of types of published finding aids for study and comparison, with particular regard to their internal organization and use of descriptive techniques. For general guides to Federal Government archives, see, successively, Clyde H. Van Tyne and Waldo G. Leland, *Guide to the Archives of the Government of the United States in Washington* (2d ed. 07); *Guide to the Material in the National Archives, June 30, 1937*, NA, *Ann. Rept., 1937*, app. VI, 111-68; NA, *Guide to the Materials in the National Archives* (40); NA, *Your Government's Records in the National Archives* (46); NA, *Guide to the Records in the National Archives*, ed. by Philip M. Hamer (48); and NA, *Your Government's Records in the National Archives*, comp. by Wendell B. Phillips (50).

For general guides to State archival holdings, see Seymour V. Connor, comp., A Preliminary Guide to the Archives of Texas, *Southwestern Hist. Quar.*, 59:255-334 (Ja 56); David J. Delgado, comp. and ed., *Guide to the Wisconsin State Archives* (Madison 66); Md., Hall of Records Comm., *Catalogue of Archival Material* (Annapolis 42); N.C., Archives and Hist. Dept., *Summary Guide to Record Materials in the North Carolina State Archives. Section A.*

Records of State Agencies (Raleigh 63); Pa. Hist. and Museum Comm., Summary Guide to the Pennsylvania Archives in the Division of Public Records, comp. by F. B. Evans and M. L. Simonetti, ed. by D. H. Kent (Harrisburg 63 P).

For local government archives see Phila., Records Dept., *Guide to the Municipal Archives of the City and County of Philadelphia*, comp. by Charles E. Hughes, Jr., and Allen Weinberg (Phila. 57); N.J., Archives and History Bur., Guide to County Archives in the Bureau of Archives and History, comp. by Kenneth W. Richards (Trenton 62 P), and Guide to Municipal Archives in the Bureau of Archives and History, comp. by Kenneth W. Richards (Trenton 62 P).

For general guides to the holdings of major private repositories, see Academy of Natural Sciences of Phila., *Guide to the Manuscript Collections*. . ., comp. by Venia T. Phillips and Maurice T. Phillips (Phila. 63); Lynette Adcock, comp., *Guide to the Manuscript Collections of Colonial Williamsburg* (Williamsburg 54); Whitfield T. Bell, Jr., and Murphy D. Smith, comps., *Guide to the Archives and Manuscript Collections of the American Philosophical Society*, Am. Philo. Soc., *Memoirs*, 66 (D 66); Victor Bator, *The Bela Bartok Archives: History and Catalogue* (N.Y. 63); William L. Clements Lib., *Guide to the Manuscript Collections in the William L. Clements Library*, comp. by Howard H. Peckham (Ann Arbor 42), with *Suppl.*, comp. by W. S. Ewing (Ann Arbor 53); Columbia Univ. Libs., *Manuscript Collections in the Columbia University Libraries: A Descriptive List* (N.Y. 59); Duke Univ., *Guide* (Durham 47); Edith M. Fox, *et al.*, comps., *Cornell University Collection of Regional History and the University Archives: Report of the Curator and Archivist, 1958-1962* (Ithaca 63); A. M. Gibson, *A Guide to Regional Manuscript Collections in the Division of Manuscripts, University of Oklahoma Library* (Norman 60); Hist. Soc. of Pa., *Guide to the Manuscript Collections of the Historical Society of Pennsylvania* (2d ed. Phila. 49); Chester V. Kielman, comp. and ed., *The University of Texas Archives: A Guide to the Historical Manuscripts Collections in the University of Texas Library* (Austin 67).

Ky. Hist. Soc., *Guide to the Manuscripts of the Kentucky Historical Society*, comp. by G. Glenn Clift (Frankfort 55); Garnett McCoy, comp., A Preliminary Guide to the Collections of the Archives of American Art, Part I, Archives of Am. Art, *Jour.*, 5:1-20 (Ja 65), Part II, *ibid.*, 7:1-20 (Ja 67); Minn. Hist. Soc., *Guide to the Personal Papers in the Manuscript Collections of the Minnesota Historical Society*, comp. by Grace L. Nute and Gertrude W. Ackerman (St. Paul 35), and *Manuscript Collections of the Minnesota Historical Society, Guide No. 2*, comp. by Lucile M. Kane and Katheryn A. Johnson (St. Paul 55); Dale L. Morgan and George P. Hammond, eds., *A Guide to the Manuscript Collections of the Bancroft Library*, Vol. I (Berkeley 63); Ohio State

Archives and Hist. Soc., Lib., *Guide to the Manuscript Collections in the Library of the Society*, comp. by Elizabeth C. Giggert (Columbus 53); Avril J. M. Pedley, comp., *The Manuscript Collections of the Maryland Historical Society* (Baltimore 68); Princeton Univ. Lib., *The Manuscript Collections of the Princeton University Library: An Introductory Survey*, comp. by Alexander P. Clark (Princeton 58); Fred Shelley, comp., *A Guide to the Manuscript Collections of the New Jersey Historical Society* (N.J. Hist. Soc., *Collections* No. 11, Newark 57); Univ. of Missouri, *Guide to the Western Historical Manuscripts Collection* (*Bull.* No. 6, Columbia 52); W. Va. Univ. Lib., *Guide to the Manuscripts and Archives in the West Virginia University Library*, comp. by Charles Shetler (*Bull.*, Series 59, No. 10-1, Morgantown 59); Wisc. State Hist. Soc., *Guide to the Manuscripts of the Wisconsin Historical Society*, ed. by Alice E. Smith (Madison 44), and *Guide to the Manuscripts of Wisconsin, Suppl.*, No. 1, comp. by Josephine L. Harper and Sheron C. Smith (Madison 57).

For additional guides as well as other published finding aids, see the listings at the end of each institutional entry in Philip M. Hamer, ed., *Guide to Archives and Manuscripts in the United States* (New Haven 61); and Ray A. Billington, Guides to American History Manuscript Collections in Libraries of the United States, *MVHR*, 28:467-96 (D 51). See also Baker Lib., *List of Business Manuscripts in Baker Library*, comp. by Robert W. Lovett (2d ed. Boston 61), and Modern Language Assoc. of Am., *American Literary Manuscripts: A Checklist of Holdings in Academic, Historical, and Public Libraries in the United States* (Austin 60). For the Library of Congress, see LC, *Handbook of Manuscripts* (18), with supplements by Curtis W. Garrison, comp., *List of Manuscript Collections in the Library of Congress to July 1931* (32), and P. C. Powell, in AHA, *Ann. Rept., 1937*.

Representative of topic or subject guides to the holdings of a single institution are John P. Harrison, *Guide to Materials on Latin America in the National Archives*, Vol. I (NA, *Pub.* No. 62-3, 61); Lucile M. Kane, comp., *Guide to the Public Affairs Collection of the Minnesota Historical Society* (St. Paul 68); Kenneth W. Munden and Henry P. Beers, *Guide to Federal Archives Relating to the Civil War* (62); NA, *Handbook of Federal World War Agencies and Their Records, 1917-21* (43); NA, *Federal Records of World War II* (2 vols. 50, 51); NA, *Guide to Genealogical Records in the National Archives* (64); Paul Lewinson, *Guide to Documents in the National Archives for Negro Studies* (47); and *A Guide to Manuscripts Relating to the American Indian in the Library of the American Philosophical Society*, Am. Philo. Soc., *Memoirs*, 65 (Jl 66).

For inventories of archival bodies of material, see, as representative of NA "preliminary inventories," *Preliminary Inventory* No. 109, *Records of the*

Bureau of Reclamation, comp. by Edward E. Hill (58), and *Preliminary Inventory* No. 161, *Records of the Bureau of the Census*, comp. by Katherine H. Davidson and Charlotte M. Ashby (64). See also Colonial Williamsburg, Inc., *A Brief Guide to the Record Groups in the Archives Department of Colonial Williamsburg* (Williamsburg 57); Newberry Lib., *Guide to the Burlington Archives in the Newberry Library, 1851-1906*, comp. by Elizabeth C. Jackson and Carolyn Curtis (Chicago 49), and *Guide to the Illinois Central Archives in the Newberry Library, 1851-1906*, comp. by Carolyn C. Mohr (Chicago 51); LC, Manuscript Div., *Booker T. Washington: A Register of His Papers in the Library of Congress* (58), and *Judson King: A Register of His Papers in the Library of Congress* (60), as representative of LC's *Register* series; Syracuse Univ. Lib., *Averell Harriman: An Inventory of His Gubernatorial Papers in the Syracuse University Library*, comp. by James K. Owens (*Manuscript Inventory Series*, No. 10, Syracuse 67); and V. H. Taylor, comp. *The Spanish Archives of the General Land Office of Texas* (Austin 55). *Cf.* Canada, Public Archives, Manuscripts Div., *Preliminary Inventory, Manuscript Group 18: Pre-Conquest Papers* (Ottawa 54); *Preliminary Inventory, Manuscript Group 19: Fur Trade and Indians, 1763-1867* (Ottawa 54); and *Preliminary Inventory, Record Group 19: Department of Finance* (Ottawa 54).

For representative calendars, see Delaware, Public Archives Comm., *Calendar of Records* (Dover 35), and *Calendar of Kent County, Delaware, Probate Records, 1680-1800*, comp. by Leon de Valinger, Jr. (Dover 44); Md., Hall of Records Comm., *Calendar of Maryland State Papers, No. 4, Pt. 3. The Red Books* (Annapolis 55), and *No. 5, Executive Miscellanea* (Annapolis 58); Grace L. Nute, ed., Calendar of the American Fur Company's Papers, Pt. 1, 1831-1840; Pt. 2, 1841-1848, AHA, *Ann. Rept., 1944*, Vol. 23.

For special lists, see NA, *Special Lists, No. 8, Population Schedules, 1800-1870, Volume Index to Counties and Major Cities* (*Pub.* No. 51-18, 51), and *Special Lists, No. 19. List of Cartographic Records of the General Land Office*, comp. by Laura E. Kelsay (*Pub.* No. 64-9, 64). See also Edmund C. Burnett, comp., A List of Printed Guides to and Descriptions of Archives and Other Repositories of Historical Manuscripts, AHA, *Ann. Rept., 1896*, 1:481-512. For catalogs of individual manuscripts see Dorothy K. Coveney, *A Descriptive Catalogue of Manuscripts in the Library of University College, London* (London 35); and Seymour de Ricci and William J. Wilson, comps., *Census of Medieval and Renaissance Manuscripts in the United States and Canada*, 3 vols. (N.Y. 35, 62).

Also suggestive are Maynard Brichford, comp. and ed., *Descriptive Inventory of Resources for the Ecology of Mental Health and Work With the*

Disadvantaged (Urbana 67); and Thomas S. Kuhn, *et al.*, *Sources for the History of Quantum Physics: An Inventory and Report* (Phila. 67).

THE NATIONAL UNION CATALOG OF MANUSCRIPT COLLECTIONS (NUCMC)

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RECOMMENDED READINGS

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2. Herman R. Friis. Cartographic and Related Records: What Are They, How Have They Been Produced and What Are Problems of Their Administration? *AA*, 13:135-55 (Ap 50).
3. Ralph Ehrenberg. Map Acquisition, Arrangement and Description at the National Archives, Special Libraries Assoc., Geog. and Map Div., *Bull.*, No. 68:10-3 (Je 67).

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2. Lloyd A. Brown. The Problem of Maps, *LT*, 13:215-35 (O 64).
3. J. Douglas Hill. Map and Atlas Cases, *LT*, 13:481-7 (Ap 65).
4. LC, Reference Dept., Map Div. *Maps: Their Care, Repair, and Preservation in Libraries*, rev. ed. by Clara Egli LeGear (56).
5. Walter W. Ristow. What About Maps? *LT*, 4:123-39 (O 55).

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A. M. Ferrar, The Management of Map Collections and Libraries in University Geography Departments, *LAR*, 64:161-5 (My 62); Herman R. Friis, Cartographic and Related Records Created and/or Used in Government Agencies; What They Are and What Criteria May be Established by the Archivist or Record Officer For Their Appropriate Disposition, in Pakistan, Hist. Records and Archives Comm., *Proceedings of the Meetings of the Second Session Held at Peshawar, Feb. 1954* (Karachi 57), 45-54; J. Herbert Fowler, Maps, BRA, Tech. Sec., *Bull.*, 4:4-7 (Ja 39); Arch Gerlach, Geography and Map Cataloging and Classification in Libraries, *SL*, 52:248-51 (My 61); C. B. Hagen, An Information Retrieval System for Maps, *UBL*, 20:30-5 (Ja/F 66); W. L. G. Joerg, Archival Maps as Illustrated by Those in the National Archives, *AA*, 4:188-93 (Jl 41); Theodore H. Layng, Problems in the Map Room, *Canadian Librarian*, 18:63-6 (S 19 61); Ronald J. Lee, *English County Maps: The Identification, Cataloguing, and Physical Care of a Collection* (London 55); Willard P. Lewis, The Care of Maps and Atlases in the Library, *LJ*, 55:494-6 (30); LC, Div. of Maps, *Notes on the Cataloging, Care, and Classification of Maps and Atlases*, by Philip L. Phillips (21); Edward Lyman, Storage and Preservation of Maps, BRA, *Proc.*, No. 4 (39).

Donald Mason, Maps, in his *A Primer of Non-Book Materials in Libraries* (London 58), 1-15; D. K. Mitka, Maps in Libraries: Their Storage and Preservation, *Herald of Lib. Sci.*, 7:27-32 (Ja 68); Mary Murphy, Will Automation Work for Maps? *SL*, 54:563-7 (N 63); Raymond L. Nelson, Map Storage and Distribution, *Military Engineer*, 35:465-9 (43); Marie L. Prevost, Is Classification Approach the Best for Maps? *LJ*, 71:93-4, 104 (Ja 15 46); James B. Rhoads, Civil War Maps and Mapping, *Military Engineer*, 49:38-43 (Ja/F 57); Walter W. Ristow, Cartographic Exhibits, *Surveying and Mapping*, 14:18-25 (Ja/Mr 54); Ristow, The Library Map Collection, *LJ*, 67:552-5 (Je 42); Ristow, The Emergence of Maps in Libraries, *SL*, 58:100-19 (Jl/Ag 67); Royal Geog. Soc., *The Storage and Conservation of Maps* (London 55); R. A. Skelton, The Conservation of Maps, SLA, *Bull.*, 14:13-9 (54); Colton Storm, Maps as Historical Documents, *Publisher's Weekly*, 146:2060-5 (N 25 44); T. R. Smith, *Map Collection in a General Library: A Manual for Classification and Processing Procedures* (Lawrence 61); Walter Thiele, Classification, Cataloging, and Care of Maps, in *Official Map Publications* (Chicago 38).

Agnes Whitemarsh, Maps and Photographs, in *Library Buildings for Library Service* (Chicago 47); Leonard S. Wilson, Library Filing, Classification and Cataloging of Maps With Special Reference to Wartime Experience, AAG, *Annals*, 38:6-37 (Mr 48); J. Fred Winkler, Cartographic Record Filing in the

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SELECT REFERENCE WORKS

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XV. STILL PICTURES AND OTHER PICTORIAL RECORDS

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2. Joe D. Thomas. Photographic Archives, *AA*, 21:419-24 (O 58).
3. Camilla P. Luecke. Photographic Library Procedures, *SL*, 57:455-61 (D 56).
4. Paul Vanderbilt. Filing Your Photographs: Some Basic Procedures, AASLH, *Tech. Leaflet* No. 36, *HN*, 21 (Je 66).

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2. May D. Hill. Prints, Pictures, and Photographs, *LT*, 4:156-63 (O 55).
3. Eastman Kodak Co. *Filing Negatives and Transparencies* (*Kodak Pamphlet* No. P-12, Rochester 60).
4. Waldo H. Moore. Copyright of Pictorial Material, *SL*, 56:20-2 (Ja 65).
5. NA. Record Character of Motion Pictures, Still Photographs, and Sound Recordings, and the Accessioning Policy of the National Archives with Respect to Such Records (*Circ. Letter* No. 46-5, 46).

ADDITIONAL READINGS

GENERAL

The following works deal in general with "nonbook materials," and although primarily concerned with published items they are suggestive for problems relating to nontextual archival materials: Bibliographic Control of Audio-Visual Materials: Report of a Special Committee, *LRTS*, 1:180-97 (Fall 57); J. Burkett and T. S. Morgan, eds., *Special Materials in the Library* (London 63); Doris M. Corson, Cataloging Nonbook Materials, *WLB*, 39:562-4 (Mr 65); Robert L. Collison, *The Cataloguing, Arrangement and Filing of Special Materials in Special Libraries* (London 50); Collison, *Indexes and Indexing: A Guide to the Indexing of Books, and Collections of Books, Periodicals, Music, Gramophone Records, Films and Other Material, With a Reference Section and Suggestions for Further Reading* (2d ed. N.Y. 59); Collison, *The Treatment of Special Material in Libraries* (rev. ed. London 56); Collison, *Modern Storage*

Equipment and Methods for Special Materials in Libraries (Colchester 55); Josephine Cowles, Cataloging Special Collections: Introduction, *JCC*, 12:8-11 (Ja 56); Jay E. Daily, The Selection, Processing, and Storage of Non-Print Materials: A Critique of the Anglo–American Cataloging Rules as They Relate to Newer Media, *LT*, 16:283-9 (O 67); Edgar Dale, The Challenge of Audio-Visual Media, in Louis Shores, ed., *Challenges in Librarianship* (Florida State Univ., *Studies* No. 12, Tallahassee 53), 93-106; Donald P. Ely, ed., The Changing Role of the Audiovisual Process in Education: A Definition and a Glossary of Related Terms (Nat. Ed. Assoc., *Tech. Development Project Memo*, No. 1), *A-V Comm. Rev.*, 11, No. 1, Supp. 6 (Ja/F 63), Pt. II, Terminology, 31-148.

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For additional readings see William J. Quinly, The Selection, Processing, and Storage of Non-Print Materials: Aids, Indexes and Guidelines, *LT*, 16:274-82 (O 67).

On the value, use, and general problems posed by pictures as research material, see Greig Aspnes, Business Uses Pictures, *LJ* 75:1945-51 (N 15, 50); Hermine M. Baumhofer, Pictorial Documentation, *SL*, 45:274-6 (S 54); Baumhofer, Some Reference Problems of Picture Collections, *AA*, 13:121-8 (Ap 50); Edmund V. Corbett, *The Illustrations Collection: Its Formation, Classification and Exploitation* (London 41); John C. Dana, *Pictures Collections* (rev. by Marcelle Frebault, Chicago 43); Grace B. Finney, The Picture Collection, *WLB*, 1:441-4 (Mr 20); Celestine G. Frankenberg and Romana Javitz, Specialization: Pictures–A Dialogue About the Training of Picture Librarians, *SL*, 56:16-9 (Ja 65); Betty Hale, Pictures in Your Company's Archives, *SL*, 56:41 (Ja 65); Agnes Henebry, Preservation of Photographs on Microfilm: An Experiment, *SL*, 46:451-4 (D 56); N. O. Ireland, *The Picture File in School, College, and Public Library* (Boston 52).

Romana Javitz, Images and Words, *WLB*, 18:217-20 (N 43); Javitz, Picture Research, *SL*, 43:209-10 (Jl/Ag 52); Javitz, Put Accent on Pictures, *LJ*, 74:1235-7 (S 15 49); Hirst Milhollen, Pictures Invade the Catalog, *LJ*, 71:803-4 (Je 1 46); Eleanor Mitchell, The Photograph Collection and Its Problems, *CRL*, 3:176-82 (Mr 42); Beaumont Newhall, Photographic Words, *Image*, 5:234-5 (D 56); Newhall, Portraits for the Millions, *Mag. of Art*, 41:104-8 (Mr 48); Jean Prinet, *Establishment of Photographic Archives of Works of Art* (UNESCO, Paris 51); J. Simmons, *et al.*, Photographic Records for Local History, *LAR*, 62:328-33 (O 60); Irene Simpson, Pictures for Public Relations, *SL*, 56:39-40 (Ja 65); G. Herbert Smith, Pictures and History, AASLH, *Bull.*, 2:75-99 (S 49); Edward Steichen, Photography: Witness and Record of Humanity, *WMH*, 41:159-67 (Spr 58); Paula M. Strain, Photographs in Scientific and Technical Libraries, *SL*, 39:77-82 (Mr 48); Robert Taft, History and Pictures, *WMH*, 28:203-15 (Sum 55); and C. S. Underhill, Sketch for a Picture Collection, *WLB*, 30:539-42 (Mr 56).

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For current practices, see Romana Javitz, A Checklist on the Organization of Picture Collections, *SL*, 50:252-4 (Jl/Ag 59), 24 annotated references. In addition to the writings listed in this chapter, above, under "General," see also Willoughby M. Babcock, Cataloguing Pictorial Source Material, *Minn. Hist.*, 15:439-44 (D 34); British Standards Institution, *British Standard 1917: 1952 Film Strips and Lantern Slides* (London 52); Robert L. Collison, Filing and Indexing. Part 2: Pictorial Matter, *Office*, 10:101-3 (F 63); Rene Crozet, Cataloguing a Photograph Library, *UBL*, 19:127-9 (My/Je 64); Description of Filing Systems for Negatives and Prints Used in the American Museum of Natural History, *Complete Photographer*, 7:2655 (43); Alma Eggleston, Reproducing Photographs on Index Cards, *SL*, 48:429 (N 57).

Ford Motor Co., Case History of a Negative Filing System, *Industrial Photography* (Ja/F 55); Jane Howe, Cataloguing a Picture Collection, *Oklahoma Librarian*, 13:8-12 (Ja 63); Stanley T. Lewis, Experimentation With an Image Library, *SL*, 56:35-8 (Ja 65); LC, Descriptive Cataloging Div., *Rules for Descriptive Cataloging in the Library of Congress. Pictures, Designs, and Other Two-Dimensional Representations* (prelim. ed. 59); Ben Melnitsky, Classifying Negatives and Prints, *Industrial Photography* (Ja 54), 34-40; (Mr 54), 36-8; Mo. Hist. Soc., Method of Preserving Daguerrotypes, Mo. Hist. Soc., *Bull.*, 13:86-7 (O 56); Elaine von Oesen, Simple Cataloging of Audio-Visual Materials, *WLB*, 23:251-3 (N 48); Jerrold Orne, Subject Analysis: A Rising Star, *SL*, 39:42-6 (F 48); Carl H. Rutter, A Combined All-Size, All Capacity Negative Filing System, *Am. Photography*, 40:43 (Mr 46).

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Hirst Milhollen, The American Red Cross Collection of Photographs and Negatives, LC, *Quar. Jour.*, 2:32-8 (F 45); John A. Parker, A Brief History of the Picture Collection, *WLB*, 30:257 (N 55); Thomas W. Ray, Naval Aviation Photographs in the National Archives, *Military Affairs*, 15:207-9 (Wint 51); Irene Simpson, Pictures For Public Relations [Wells Fargo], *SL*, 56:39-40 (Ja 65); Estelle Sokolowska, The Bettman Archive, *Am.-German Rev.*, 24:12-5 (Ag/S 58); Caro Stillwell, The National Geographic Society's Photographic Library, *SL*, 45:277-9 (S 54); John Tebbel, Picture Man on 57th Street, *Sat. Rev.*, 44:86-7 (F 11 61), see also Dr. Bettmann and His Picture Archives, *Publisher's Weekly*, 180:32-5 (S 25 61); Dorothy M. Thomas, Still Pictures Library, Navy Department, *SL*, 36:123-6 (Ap 45); Ruth Thompson, The Collection and Preservation of Local Historical Pictures in the Minneapolis Public Library, *AA*, 9:219-25 (Jl 46); LC, Ref. Dept., *Guide to the Special Collections of Prints and Photographs in the Library of Congress*, comp. by Paul Vanderbilt (55); and Charles Van Ravenswaay, The Missouri Historical Society's Photographic Collection, *Eye to Eye*, 2:8-15 (S 53).

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Charles E. K. Mees, *The Theory of Photographic Process* (3d ed. N.Y. 65); Carroll B. Neblette, *Photography: Its Materials and Processes* (6th ed. N.Y. 62); Beaumont Newhall, *The History of Photography From 1839 to the Present Day* (4th ed. N.Y. 64); Harry T. Peters, *America on Stone: The Other Printmakers to the American People* (N.Y. 31); Ralph Purcell, *Government and Art: A Study of American Experience* (56); Robert Taft, *Photography and the American Scene: A Social History, 1838-1889* (N.Y. 65); and Laura Vitray, *Pictorial Journalism* (N.Y. 38).

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XVI. MOTION PICTURES AND FILM ARCHIVES

RECOMMENDED READINGS

1. Hermine M. Baumhofer. Film Records Management, *AA*, 19:235-48 (Jl 56).
2. John G. Bradley. Cataloging and Indexing Motion Picture Film, *AA*, 8:169-84 (Jl 45).
3. John M. Calhoun. The Preservation of Motion Picture Film. *AA*, 30:517-25 (Jl 67).
4. Christopher H. Roads. Film as Historical Evidence, SA, *Jour.*, 3:183-91 (O 66).

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2. John B. Kuiper. The Historical Value of Motion Pictures, *AA*, 31:385-90 (O 68).
3. Francis W. Decker. The Care of Motion Picture Film, *AA*, 25:357-9 (Jl 62).
4. Jack B. Spear. Films and Sound Recordings, *LT*, 5:406-16 (Ja 57).
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ADDITIONAL READINGS

SMPE–Society of Motion Picture (and Television) Engineers

GENERAL

On the value, use, and problems in administering motion picture holdings, see, in addition to the writings listed under "General" in the preceding chapter, Dorothy Arbaugh, Motion Pictures and the Future Historian, *AA*, 2:106-14 (Ap 39); Archives in Action, *Film News*, 3:2 (N 26 42); Hermine M. Baumhofer, A New Tool for a New History, *Minn. Hist.*, 28:345-52 (D 47); Baumhofer, Motion Pictures Become Federal Records, *AA*, 15:15-26 (Ja 52); John G. Bradley, Motion Pictures as Government Archives, SMPE, *Jour.*, 26:653-60 (Je 36), Bradley, A National Film Library: The Problem of Selection, *ibid.*, 47:63-72 (Jl 46); Bradley, Recording History in Three Dimensions, Pan Am Inst. of Geog. and Hist., *Proc., 1939*, 403-8; British Universities Film Council, *Film and the*

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Arthur Elton, The Film as Source Material for History, *AP*, 7:207-39 (N 55); Raymond Fielding, Archives of the Motion Picture: A General View, *AA*, 30:493-500 (Jl 67); Loran L. Fisher, Notes on Film Records, *AD*, 1:184-90 (O 50); John Flory, Doomsday for Film: The Crisis in Motion Picture Archives, SMPE, *Jour.*, 64:410 (My 63); Carl L. Gregory, Resurrection of Early Motion Pictures, *ibid.*, 42:159-69 (Mr 44); John Grierson, America's Most Vital Medium, The Documentary Film, *LJ*, 71:630-4 (My 1, 46); Donald C. Holmes, Wartime Photographic Activities and Records Resulting Therefrom, *AA*, 10:287-93 (Jl 47); Israel Horowitz, Army Air Forces Keep Pictorial Record, *LJ*, 71:1751-4 (D 15, 46); Penelope Houston, The Nature of the Evidence, *Sight and Sound*, 36:88-92 (Spr 67); J. Joseph Huthmacher, British Historians and Film, *AHA Newsletter*, 7:25-8 (Ap 69); Anthony R. Michaelis, Communication of Science by Means of Film, *AP*, 9:69-75 (Mr 57); Motion Picture Films of the National Archives of the United States, *Science*, new ser., 82:214-5 (S 6, 35); William H. Offenhauser, Jr., *16-Mm Sound Motion Pictures* (N.Y. 61).

Gerald L. Sarchet, Preservation and Postwar Utilization of U.S. Navy Combat Film, SMPE, *Jour.*, 48:476-80 (My 47); Scholar and Screen: Notes on the Motion Picture Collection of the Library of Congress, LC, *Quar. Jour.*, 21:265-9 (64); Fred S. Siebert, Continuing Dilemmas Surrounding Media Rights and Regulations, *LT*, 16:290-9 (O 67); Raymond Spottiswoode, *Film and Its Techniques* (Berkeley 52); Howard L. Walls, Film Collection Program, SMPE, *Jour.*, 52:5-8 (Ja 49); Walls, Motion Picture Incunabula in the Library of Congress, *ibid.*, 42:155-8 (Mr 44); and O. C. Wilson, *How to Organize a Film Library* (Ottawa 45).

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See particularly P. Z. Adelstein, Proposed USA Standard for Archival Film on Cellulose Ester Base, SMPTE, *Jour.*, 77:819-24 (Ag 68); Oliver Bell, Some Notes on Film Storage, *LAR*, 47:31 (O 45); Patricia O. Blair, Treatment, Storage and Handling of Motion Picture Film, *LJ*, 71:333-6 (Mr 1, 46); John G. Bradley, Changing Aspects of the Film-Storage Problem, with discussion, SMPE, *Jour.*, 30:303-17 (Mr 38); Bradley, Film Vaults: Construction and Use, *ibid.*, 53:193-206 (Ag 49); Bradley, Specifications on Motion Picture Film for Permanent Records, *ibid.*, 48:167-70 (F 47); British Standards Institution, *British Standard 677:1942 Motion Picture Films* (London 42); H. G. Brown, Problems of Storing Film for Archival Purposes, *Br. Kinematography*, 20:150-62 (My 52); John M. Calhoun, Air Conditioning in Storing and Handling Motion Picture Film, *Heating and Ventilating*, 41:66-9 (O 49); Calhoun, The Physical Properties and Dimensional Behavior of Motion Picture Film, SMPE, *Jour.*, 43:227-46 (O 44).

J. I. Crabtree and C. E. Ives, The Storage of Valuable Motion Picture Film, SMPE, *Jour.*, 15:289-305 (S 38); James W. Cummings, Alvin C. Hutton and Howard Silfin, Spontaneous Ignition of Decomposing Cellulose Nitrate Film, *ibid.*, 54:268-74 (Mr 50); Eastman Kodak Co., *The Handling, Repair, and Storage of 16 mm. Films* (*Pamphlet* No. D-23, Rochester 62); Eastman Kodak Co., *Hazard in the Handling and Storage of Nitrate and Safety Motion Picture Film* (Rochester 51); Eastman Kodak Co., *Storage and Care of Kodak Color Films* (*Pamphlet* No. E-30, Rochester 62).

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David Grenfell, The Cataloguing of Newsfilm at the National Film Library, *Univ. Film Jour.*, 8:26-32 (Sum 55); Grenfell, Standardization in Film Cataloguing, *JD*, 15:81-92 (Je 59); London, National Film Lib., Cataloguing Dept.,*Rules for Use in the Cataloguing Department of the National Film Library* (4th ed. London 60); Jerrold Orne, Subject Analysis: A Rising Star, *SL*, 39:42-6 (F 48); UNESCO, *Study of the Establishment of National Centers for Cataloguing of Films and Television Programmes*, by Jacques Ledoux (*Reports and Papers on Mass Communications*, No. 40, Paris 63).

See also LC, *Rules for Descriptive Cataloging in the Library of Congress: Motion Pictures and Filmstrips* (2d prelim. ed. 55); NA, Wartime Cataloguing of Motion Picture Film, by John G. Bradley (*Misc. Proc. Doc.*, No. 43-14, 43); U.S. Office of Ed., *The Cataloging of U.S. Government Films: Definitions, Procedures and Rules* (prelim. ed. 50).

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See also Sam Kula, The Literature of Film Librarianship, *AP*, 9:69-75 (Mr 57); and Kula, comp., *Bibliography of Film Librarianship* (*Lib. Assoc. Biblio.* No. 8, London 67).

XVII. SOUND RECORDINGS

RECOMMENDED READINGS

1. James D. Porter. Sound in the Archives, *AA*, 27:327-36 (Ap 64).
2. Christopher Barnes. Classification and Cataloging of Spoken Records in Academic Libraries, *CRL*, 28:49-52 (Ja 67).
3. Bruce Shapley. The Care and Storage of Magnetic Tape, *Data Processing Mag.*, 10:80-1 (Ap 68).
4. Eastman Kodak Co. *Some Plain Talk About Sound Recording Tape* (Rochester 65).

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1. Oregon State Lib., Oregon State Archives. Use and Storage of Magnetic Tape Sound Recordings as Public Records, by James D. Porter (Bull. No. 6, Salem 63 P).
2. Andrew G. Pickett and M. M. Lemcoe. *The Preservation and Storage of Sound Recordings* (59).
3. Proper Cleaning, Handling, Storing Protects Your Investment in Magnetic Tapes, *Adm. Mgt.*, 29:34 (D 68).
4. Lewis A. Whitaker. Magnetic Tape Library: Management and Control, *Jour. of Data Mgt.*, 5:28-33 (Je 67).
5. Marie T. Slocombe. Storage of Tape Recordings, SA, *Jour.*, 1:226-8 (O 58).

ADDITIONAL READINGS

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See also Vincent H. Duckles, Musical Scores and Recordings, *LT*, 4:164-73 (O 55); Duckles, Problems of Music Library Equipment, *MLA Notes*, 11:213-23 (Mr 64); and Walter L. Welch, Recorded Music and Re-recording Processes, *AA*, 31:379-83 (O 68).

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ALA, *Code for Cataloging Music and Phonorecords* (Chicago 58); Sherman Anderson, Cataloging the Contents of Certain Recordings, *LRTS*, 9:359-62 (Spr 65); Patrick T. Barkey, Phono-Record Filing System, *LT*, 82:2514 (O 15, 57); Carl T. Cox, Cataloging of Records (Disks), *LJ*, 85:4523-5 (D 15, 60); Allen Cohen, Classification of Four-Track Tapes, *LRTS*, 6:360-1 (Fall 62); Gekeb Drake, Cataloging Recordings, *IL*, 46:145-52 (F 64); Margaret

Dean-Smith, Proposals Toward the Cataloguing of Gramophone Records in a Library of National Scope, *JD*, 8:141-56 (S 52); William J. Elliot, Throw Away Those Discs, *LJ*, 73:753-7 (My 15, 48); LC, *Rules for Descriptive Cataloging in the Library of Congress: Phonorecords* (2d prelim. ed. 64); Helen J. Stiles, Phonograph Record Classification at the United States Air Force Academy Library, *LRTS*, 9:446-8 (Fall 65); Mary Jane Sunder, Organization of Recorded Sound, *LRTS*, 13:93-8 (Wint 69); UN, *Catalogue of Sound Recordings in the Archives of the United Nations as of 30 December 1949* (UN Archives, *Ref. Guide* No. 15, Lake Success 50); Univ. of Calif. Lib., *Manual for the Phonorecord Cataloger* (Berkeley 53); Evelyn L. Vaughn, Cataloging Recordings in the Illinois State Library, *IL*, 35:79-85 (F 53); and David Yoffe and Bruce Beckman, Use Restrictions on Phonograph Records, *U.C.L.A. Law Rev.*, 5:613-73 (Jl 58).

INSTITUTIONAL PROGRAMS AND HOLDINGS

William T. Alderson, Jr., Legislative Recording by the Tennessee Archives, *AA*, 19:11-7 (Ja 56); Assoc. for Recorded Sound Collections. *A Preliminary Directory of Sound Recordings Collections in the United States and Canada* (N.Y. 67); John W. Ball, The Archive of Ohio Folklore and Music, *Folklore and Folk Music Archivist*, 1:1, 3 (S 58); James J. Eaton, The British Institute of Recorded Sound, *AP*, 9:90-2 (Mr 57); Patrick Saul, A Brief Note on Archives of Sound Recording, *JD*, 4:87-9 (S 48); R. L. Schuursma, The Sound Archives of the University of Utrecht, *Recorded Sound*, No. 15:246-50 (Jl 64); Marie T. Slocombe, Sound Recordings: The BBC's Recorded Programme Library, in Lib. Assoc., *Library Cooperation and Publicity* (London 46), 18-22; Harold Spivacke, A National Archives of Sound Recordings? *LJ*, 88:3783-8 (O 15, 63); and G. Robert Vincent, The Story of the National Voice Library–And the Man Who Made It, *LJ*, 90:4283-90 (O 15, 65).

For writings relating to oral history, see ch. XXII.

XVIII. MICROPHOTOGRAPHY AND OTHER COPYING METHODS

RECOMMENDED READINGS

1. International Council on Archives, Microfilming Comm. *Microphotography for Archives*, by Albert H. Leisinger, Jr. (68).
2. Albert H. Leisinger, Jr. Selected Aspects of Microreproduction in the United States, *NA Accessions*, No. 60:29-49 (D 67).
3. Daniel F. Noll. The Maintenance of Microfilm Files, *AA*, 13:129-34 (Ap 50).
4. Everett O. Alldredge and Walter R. McNutt. A Status Report on Microfilm Blemishes, *RMJ*, 6:32-4 (Sum 68).
5. R. H. Verry. Process Selection for Document Reproduction, *UBL*, 17:268-74 (O 63).

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1. Frederic Luther. The Language of Lilliput: A Thesaurus for Users of Microfilm. Pt. I, The Problem, and Pt. II, Preparation for Microfilming, *LT*, 86:929-32 (Mr 1, 61); Pt. 3, The Microformats, *LJ*, 86:2425-30 (Jl 61); Pt. 4, Production of Microfilm, *LJ*, 86:3238-41 (O 1, 61); Pt. 5, The Economics of Microfilming, *LJ*, 86:3743-6 (N 1, 61); Pt. 6, Equipment, *LJ*, 87:48-54 (Ja 1, 62); and Pt. 7, Glossary, *LJ*, 87:920-31 (Mr 1, 62).
2. NA. *The Preparation of Records for Publication on Microfilm* (*SIP* No. 19, 51).
3. LC. *Specifications for Library of Congress Microfilming*, by Stephen Solmon (64).
4. ALA. *Microfilm Norms: Recommended Standards for Libraries*, ed. by Peter R. Scott (Chicago 66).
5. NBS. *Inspection of Processed Photographic Record Films for Aging Blemishes*, by C. S. McCamy (NBS *Handbook* 96, 64).

ADDITIONAL READINGS

MICROPHOTOGRAPHY: DEVELOPMENT

See particularly Frederic Luther, *Microfilm: A History, 1839-1940* (Annapolis 59); and Lester K. Born, History of Microform Activity, *LT*, 8:348-58 (Ja 60). See also L. Bendikson, The Place of Photography in the

Reproduction and Preservation of Source Materials, *LJ*, 59:548-9 (Jl 34); Robert C. Binkley, New Tools for Men of Letters, *Yale Rev.*,, 24:519-37 (Mr 35); Vannevar Bush, As We May Think, *Atlantic Monthly*, 176:101-8 (Jl 45); W. Clark, Document Reproduction by Photography in the United States, *Photo Science & Technique*, ser. 2, 1:31-7 (My 54); Sidney H. Haughton, The Preservation of Records by Microphotography in the United States of America, *JD*, 1:156-61 (D 45); Amandus Johnson, Some Early Experiences in Microfilming, *JDR*, 1:9-19 (Wint 38); Rozelle P. Johnson, The Use of a 35-Millimeter Camera in European Libraries, *LJ*, 60:293-5 (Ap 35); Thomas P. Martin, The Place of Photography in the Protection of Research Materials, *LJ*, 59:702 (S 15, 34); Van B. Phillips, Microfilm: The Form Varies But the Usefulness is Constant, *IRM*, 1:41-4 (Ag/S 67); M. Llwewllyn Raney, Microphotography--A Lay Appraisal, *JDR*, 1:20-32 (Wint 38).

SAA, Comm. on State Archives, *Survey of Microphotography in the United States and Territories of the United States*, comp. by Lola M. Homsher (n.p. 56); Maxwell H. Sevelle, History, Photography, and the Library, *LJ*, 60:873-7 (N 15, 35); T. R. Schellenberg, Library Application of Micro-Copy, *LJ*, 60:289-92 (Ap 35); Schellenberg, Microfilm Copying of Documents, SMPE, *Jour.*, 27:90-3 (36); Atherton Seidell, Microfilm Copying as an Extension of Library Service, *SL*, 35:417-9 (O 44); Jesse H. Shera, New Tools for Easing the Burden of Historical Research, *AD*, 10:274-7 (O 59); X. P. Smith, Microfilm Survey, *JDR*, 3:230-43 (D 40); Irwin Stewart, Microphotography for Scholarly Purposes, *JDR*, 4:44-52 (Mr 41); Vernon D. Tate, An Appraisal of Microfilm, *AD*, 1:91-9 (Spr 50); Tate, Microphotography and Public Records, *JDR*, 4:225-32 (D 41); Tate, Microreproductions and the Acquisitions Program, *LT*, 3:432-47 (Ap 55); Tate, From Binkley to Bush, *AA*, 10:249-57 (Jl 47); Tate, Microphotography, *Encyclopedia of Photography* (N.Y. 43), 2530-56; and Tate, Microcopying As an Aid to Research and the Preservation of Source Materials, ALA, *Pub. Docs., 1935*, 210-7.

See also the Spring issues of *LRTS*, which contain since 1959 articles that summarize developments in copying methods and include extensive lists of references, and the series of articles by Loretta J. Kiersky in *SL*, beginning in 1959, which also survey annually developments in photoreproduction.

ARCHIVAL APPLICATIONS OF MICROPHOTOGRAPHY

The literature of microphotography is quite extensive, highly repetitious, frequently quite technical, and usually oriented toward library and current administrative use rather than archival applications. The most useful and suggestive writings for the archivist, in addition to those listed above, include: Am. Assoc. of Law Libs., Comm. on Scientific Aid to Learning, Report on Microfilm Survey, *Law Lib. Jour.*, 32:343-5 (S 49), 33:212-4 (S 50); George L. Anderson, Mechanical Aids in Historical Research, in Hesseltine, *In Support of Clio*, 77-103; Robert H. Bahmer, Recent American Developments in Archival Repair, Preservation, and Photography, *Archivum*, 10:59-71 (60); H. W. Ballou, Photography and the Library, *LT*, 5:265-93 (O 56); Whitfield J. Bell, Preserving the Archives, *Pa. Hosp. Bull.*, 21:1-6 (Sum 65); C. Kenneth Blood, Protection of County Records by Microphotography, *IL*, 26:93-6 (F 44); Keast Burke, *The Role of Photography in Archives,* in David S. Macmillan, ed., *Archives--Techniques and Functions in a Modern Society* (BACA, *Pub.* No. 2, Sydney 57), 56-62; Leon deValinger, Jr., A Microfilmer Replies, *AA*, 21:305-10 (Jl 58); Robert B. Eckles, The Importance of Photocopy Projects for Local and Regional History, *AA*, 25:159-63 (Ap 62); Luther H. Evans, The Preservation of the Documentation of the History of America, LC, *Quar. Jour.*, 7:3-8 (N 49); Evans, Recent Microfilming Activities of the Historical Records Survey, *JDR*, 2:48-9 (Mr 39).

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XX. EXHIBITS AND PUBLIC RELATIONS

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1. Posner. *State Archives*, 335, 363.
2. Albert H. Leisinger, Jr. The Exhibit of Documents, *AA*, 26:75-86 (Ja 63).
3. Milton J. Bloch. A Case of Boredom, *Museum News*, 47:21-4 (My 69).
4. David J. Delgado. The Archivist and Public Relations, *AA*, 30:557-64 (O 67).

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1. Richard Hirsch. Exhibitions and Installations: An Outline Guide, AASLH, *Tech. Leaflet* No. 20, *HN*, 19 (My 64).
2. H. Richard Archer. Display and Exhibit Cases, *LT*, 13:474-80 (Ap 65).
3. Herbert J. Sanborn and Nelson R. Burr. Exhibition Catalogs, *AA*, 17:265-71 (Jl 54).
4. Maynard J. Brichford. Informing the Government About Its Archives, *AA*, 30:565-73 (O 67).
5. R. D. W. Connor. The Necessity For Cooperation Between National and State Archival Agencies, *IL*, 20:16-8 (D 38).
6. Dolores C. Renze. The State Archivist--3-D Public Servant, *AA*, 23:359-62 (Jl 60).

ADDITIONAL READINGS

EXHIBIT PROBLEMS, GUIDELINES, AND TECHNIQUES

The most useful writings include R. L. Atkinson, Notes on Showcases, BRA, *Bull.*, 16:20-3 (46); Lionel Bell, Showcases, SA, *Jour.*, 2:216-8 (Ap 62); BRA, Exhibition of Documents: Report of a Subcommittee Appointed by the Council, 1949, *Archives*, 1:42-5 (Lady Day 50); Henry D. Brown, Manuscripts in a Historical Museum . . . Their Importance as Display Objects and For Research, *ACJ*, 5:27-31 (Spr 53); Edwin O. Christensen, Labels for Masterpieces, *Museum News*, 43:29-31 (My 65); Alexander B. Clark, A Word About Exhibitions, *MSS*, 6:234-6 (Sum 54); Christopher C. Crittenden, The Carolina Charter Case, *AA*, 17:110 (Ap 54); Beverly DuBose, Jr., Insuring Against Loss, AASLH, *Tech. Leaflet* No. 50, *HN*, 24 (My 69); O. Andreas Garson, The Display of Manuscript Collections, *ACJ*, 1:17-9 (Jl 49); Daphne H. Gifford, The Coronation in the Public Records, *Archives*, 2:65-9 (Michaelmas 53).

How to Display Autographic Material, *MSS*, 5:28, 61 (Sum 63); William K. Jones, Preparing Exhibits: The Use of Plexiglass, AASLH, *Tech. Leaflet* No. 49, *HN*, 24 (F 69); Lucile M. Kane, The Exhibition of Manuscripts at the Minnesota Historical Society, *AA*, 15:39-45 (Ja 52); B. J. T. Leverton, Archival Museum Techniques, *S. African Archives Jour.*, 3:55-7 (61); Thomas W. Leavitt, Meaning in Exhibition Programs, *Museum News*, 42:17-9 (F 64); Arminta Neal, Gallery and Exhibit Case Design, *Curator*, 6:77-95 (63); Preparing Exhibits: Case and Prop Design, AASLH, *Tech. Leaflet* No. 12, *HN*, 18 (Ag 63); Preparing Exhibits: Methods, Materials & Bibliography, AASLH, *Tech. Leaflet* No. 4, *HN*, 18 (N 62); R. B. Pugh, Guides or Exhibitions? *Archives*, 2:494-6 (Michaelmas 56); Pugh, Letter to the Editor, *ibid.*, 1; 43 (Lady Day 51); Walter W. Ristow, Cartographic Exhibits, *Surveying and Mapping*, 14:18-25 (Ja/Mr 54); William F. Schmidt, The Rotating Case Display: An Opportunity, *AA*, 28:521-5 (O 65); Bruce Sinclair, Museum Articles in Company Archives, *AA*, 24:337-8 (Jl 61); Wilcomb E. Washburn, Manuscripts and Manufacts, *AA*, 27:245-50 (Ap 64); and Luther A. Williams, Labels: Writing, Design, and Preparation, *Curator*, 3:26-42 (60).

PROTECTIVE DISPLAY LIGHTING

See N. S. Brommelle and J. B. Harris, Museum Lighting, Part I, *Museum Jour.*, 61:169-77 (D 61), Part II - Artificial Lighting and Museum Display, *ibid.*, 61:259-67 (Mr 62), Part III - Aspects of the Effects of Light Upon Deterioration, *ibid.*, 62:337-46 (Je 62), and Part IV - Viewing the Object, *ibid.*, 62:178-86 (D 62); B. S. Cooper, Flourescent Lighting in Museums, *ibid.*, 53:279-90 (F 54); Robert L. Feller, Control of Deteriorating Effects of Light Upon Museum Objects, *Museum*, 17, No. 2 (64), entire issue; J. Genard, Lighting of Museum Objects: Extreme Ultra-Violet Radiation from Tubular Flourescent Lamps and Its Effects Upon Museum Lighting, *ibid.*, 5:53-65 (52); J. B. Harris, Museum Lighting, *Museum Jour.*, 63:36-42 (Je/S 63); L. J. Harrison, *Report on the Deteriorating Effect of Modern Light Sources* (N.Y. Metropolitan Museum of Art, *Spec. Pub.* 52, N.Y. 60); Robert T. Hatt, Seven Lighting Problems--Seven Solutions, *Curator*, 3:361-70 (60); Richard F. Howard, Museum Lighting, *Museum News*, 40:22-7 (Mr 62); Olle Kallstrom and Gilles Olson, Lighting Methods for Showcases–1. The Museum Display. 2. The Technical Principles, *Museum*, 4:201-11 (51); Richard Kelly, Museum Lighting – Part III, *Museum News*, 37:16-9 (My 59); Carroll B. Luck, Museum Lighting, *ibid.*, 38:28-31 (O 59); Stanley McCandless, Museum Lighting, Part I, *ibid.* 37:8-11 (Mr 59), and Part II, *ibid.*, 37:8-11 (Ap 59); and Plastic Filters Reduce Light Damage in Museums, *HN*, 12:17, 19 (Ja 57).

See also the following NBS studies: *Light Sensitivity of Rosin Paper-Sizing Materials*, by Arthur E. Kimberly and J. F. G. Hicks (NBS *Research Paper* 307, 31); *Photochemical Stability of Papers*, by Herbert F. Launer and William K. Wilson (NBS *Research Paper* 1517, 43), rep. in *Paper Trade Jour.*, 116:28-36 (F 25, 43); *Preservation of the Declaration of Independence and the Constitution of the United States: A Report by the National Bureau of Standards to the Library of Congress* (NBS *Circ.* 505, 51); *Protective Display Lighting of Historical Documents* (NBS *Circ.* 538, 53); and Protection of Record and Exhibit Material Against Light, NBS, *News Bull.* (Je 37), 3-5.

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See especially Frank J. Bernard, *Dynamic Display Technique and Practice* (Cincinnati 53); Misha Black, ed., *Exhibition Design* (London 50); James H. Carmel, *Exhibition Techniques, Traveling and Temporary* (N.Y. 62); Louis Cheskin, *Colors: What They Can Do For You* (N.Y. 51); Robert J. Leydenfrost, *Window Display* (N.Y. 56); H. C. Muscutt, *Display Technique* (N.Y. 64); and George Nelson, ed., *Display* (N.Y. 53).

General writings on museum functions and programs of value to the archivist in developing effective exhibit programs include Edward P. Alexander, Bringing History to Life, *Curator*, 4:58-68 (61); Ned J. Burns, *Field Manual for Museums* (41); Laurence V. Colemen, *The Museum in America*, 2 vols. (39); Coleman, *Manual for Small Museums* (N.Y. 27); Dorothy H. Dudley and Irma Bezold, *Museum Registration Methods* (58); Carl E. Guthe, *The Management of Small History Museums* (Madison 59); Guthe, *So You Want a Good Museum: A Guide to the Management of Small Museums* (57); Arminta Neal, *Help! For the Small Museum: Handbook of Exhibit Ideas and Methods* (Boulder 69); Arthur C. Parker, *A Manual for History Museums* (N.Y. 35); and UNESCO, *The Organization of Museums: Practical Advice* (Paris 60).

For further readings, see Merrilyn Rogers, comp., *NYSHA Selective Reference Guide to Historic Preservation*, ed. by Frederick L. Rath, Jr., (Cooperstown 66), especially 83-90, 116-33.

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See particularly Robert C. Binkley, Strategic Objectives in Archival Policy, *AA*, 2:162-8 (Jl 39); Theodore C. Blegen, State Historical Agencies and the Public, *Minn. Hist.*, 9:123-34 (28); Eugene F. Burke, Organizing For Public Relations, *WLB*, 42:284-7 (N 67); Duncan F. Cameron, Putting Public Relations in Its Place, *Curator*, 4:103-7 (61); Christopher B. Coleman, Some Problems in State Archival Administration, *AA*, 4:149-58 (Jl 41); Conference on the

Utilization of Archival and Educational Resources, *Proc.* (Sacramento 67); J. C. K. Cornwall, Local History: The Archivist's Opportunity, SLA, *Bull.*, 13:44-6 (54); Christopher C. Crittenden, The State Archivist Looks to the Future, *AA*, 8:185-93 (Jl 45); David C. Dunway, Conflicts in Collecting, *AA*, 24:55-63 (Ja 61); Henry H. Eddy, The Responsibility of the State Archivist to the Other Officers of His State Government, *AA*, 11:228-35 (Ja 48); Frederick G. Emmison, B.B.C. Popularizes Archives, *AA*, 28:43-6 (Ja 65); Margaret Fenn, How to Sell a Program, *RMQ*, 8:9-11, 29 (Ja 67); Meyer H. Fishbein, The Archivist Meets the Records Creator, *AA*, 28:195-7 (Ap 65); S. Neil Fujita, Design as a Public Relations Tool, *WLB*, 42:243-4 (N 67); Charles M. Gates, The Administration of State Archives, *AA*, 1:130-41 (Jl 38); Margaret Gignilliat, Reaching Your Public Through the Newspaper, AASLH, *Tech. Leaflet* No. 45, *HN*, 23 (Ap 68); Hal Golden, Press Relations for Nonprofit Institutions: A Perspective, *WLB*, 42:280-3 (N 67).

F. Gerald Ham, Archival Standards and the Posner Report: Some Reflections on the Historical Society Approach, *AA*, 28:223-30 (Ap 65); Louis C. Hunter, The Historian's Neglect of the National Archives (n.d. T); The Image of the Archivist [Editorial], *Archives*, 7:189-90 (O 66); L. A. Kenney, Public Relations in the College Library, *CRL*, 25:263-6 (Jl 64); Waldo G. Leland, American Archival Problems, AHA, *Ann. Rept., 1909*, 342-8; Leland, The Archivist in Times of Emergency, *AA*, 4:1-12 (Ja 41); William D. McCain, The Public Relations of Archival Depositories, *AA*, 3:235-44 (O 40); Ian Maclean, Australian Experience in Record and Archives Management, *AA*, 22:387-418 (O 59); E. H. Sargeant, The Archivist, The Postal Historian, and the Philatelist: Cooperation or Collision? SLA, *Bull.*, 8:19-21 (D 51); E. Kenneth Timings, The Archivist and the Public, SA, *Jour.*, 2:179-83 (Ap 62); and NA, *How the National Archives Serves the Government and the Public* (*Circ.* No. 4, 39).

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XXI. ADMINISTRATION OF PRIVATE ARCHIVES, PERSONAL PAPERS, AND HISTORICAL MANUSCRIPTS

RECOMMENDED READING

1. Lucile M. Kane. Manuscript Collecting, in Hesseltine, *In Support of Clio*, 29-46.
2. David C. Mearns. Historical Manuscripts, Including Personal Papers, *LT*, 5:313-21 (Ja 57).
3. Robert L. Brubaker. Manuscript Collections, *LT*, 13:226-53 (O 64); *cf.* Brubaker, Manuscripts in American Libraries, *MSS*, 17:6-18 (Sum 65).
4. Robert G. Ballentine. Records and Archives of the Professions, *AA*, 29:187-95 (Ap 66).

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2. Julian P. Boyd. The Function of State and Local Historical Societies with Respect to Manuscripts, ALA, *Archives and Libs., 1940*, 127-36.
3. Walter M. Whitehill. The Scholarly Responsibility of an Independent Historical Society. *Md. Hist. Mag.*, 56:321-34 (D 61).
4. Paul H. Angle. The University Library and Its Manuscript Collections: An Excursion Into Other People's Business, *LQ*, 15:123-30 (Ap 45).
5. Robert W. Hill. Literary, Artistic, and Musical Manuscripts, *LT*, 5:322-9 (Ja 57).
6. David C. Duniway. Conflicts in Collecting, *AA*, 24:55-63 (Ja 61).

ADDITIONAL READINGS

HISTORICAL DEVELOPMENT

On the evolution of manuscript repositories and their functions in the United States see the following, listed, as appropriate, by period covered or date of publication: Leslie W. Dunlap, *American Historical Societies, 1790-1860* (Madison 44); J. Franklin Jameson, *History of Historical Societies* (Savannah 14); David D. Van Tassel, *Recording America's Past: An Interpretation of the Development of Historical Societies in America, 1607-1884* (Chicago 60); U.S. Dept. of the Interior, Bur. of Ed., History Societies in the United States, comp.

by Henry A. Homes and W. I. Fletcher, in *Public Libraries in the United States of America. Their History, Condition, and Management* (1876), 312-77.

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Also useful are Edward P. Alexander, What Should Our Historical Societies Do? AASLH, *Bull.,* 1:3-26 (41); William C. Binkley, Two World Wars and American Scholarship, *MVHR,* 33:3-26 (Je 46); Theodore C. Blegen, Some Aspects of Historical Work Under the New Deal, *MVHR,* 21:195-206 (S 34); Julian P. Boyd, State and Local Historical Societies in the United States, *AHR,* 40:10-37 (34); Boyd, Recent Activities in Relation to Archives and Historical Manuscripts in the United States, SAA, *Proc., 1936-37,* 13-20; Thomas D. Clark, Preservation of Southern Historical Documents, *AA,* 16:27-37 (Ja 53); Shepard B. Clough, Clio and Mars: The Study of World War II in America, *Poli. Sci. Quar.,* 60:425-36 (S 45); Colloquium: The Role of the Historical Society in Modern America, *WMH,* 39:99-112 (Wint 56); Margaret S. Eliot, The Manuscript Program of the Historical Records Survey, *AA,* 2:97-105 (Ap 39).

Dixon Ryan Fox, Local Historical Societies in the United States, *Canadian Hist. Rev.,* 13:263-7 (S 32); Josephine L. Harper, Lyman C. Draper and Early American Archives, *AA,* 15:205-12 (Jl 52); Clifford L. Lord, Clio's Cadres, *Nebr. Hist.,* 26:247-54 (D 55); and Charles H. Powell, Racial Historical Societies and the American Heritage, *Jour. of Negro Hist.,* 37:11-35 (Ja 52). See also Clifford L. Lord, ed., *Ideas in Conflict* (Harrisburg 52); Walter M. Whitehill, *Independent Historical Societies: An Enquiry Into Their Research and Publication Functions and Their Financial Future* (Boston 62); and AASLH, *A Look at Ourselves: A Report on the Survey of the State and Local Historical Societies in the United States,* by Clement M. Silvestro and Richmond D. Williams (*Bull.* 2, No. 12, Madison 62).

GENERAL CONSIDERATIONS: RESEARCH VALUE AND USE

On the nature, research value, and use of private archives, personal papers, and historical manuscripts, see, in addition to the writings listed in ch. VII, W. Howard Adams, The Presence of the Past, *AA*, 25:223-6 (Ap 62); Josephine D. Allen, Documenting the Lincoln Museum Collection, *AA*, 26:463-7 (O 63); Charles M. Andrews, On the Preservation of Historical Manuscripts, *WMQ*, 3d ser., 1:123-37 (Ap 44); Gertrude L. Annan, The Preservation of Historical Records and the Need of Saving the Ephemera of Today, *SL*, 38:39-44 (F 47); Howard K. Beale, The Professional Historian: His Theory and His Practice, *Pacific Hist. Rev.*, 22:227-55 (Ag 53); Ray A. Billington, Manuscripts and the Biographer, *MSS*, 16:30-5 (Sum 64); John B. Blake, Medical Records and History, *AA*, 27:229-35 (Ap 64); Theodore C. Blegen, Our Widening Province, *MVHR*, 31:3-20 (Je 44); Vaughn D. Bornet, The Manuscripts of Social Welfare, *AA*, 23:33-48 (Ja 60); Julian P. Boyd, "These Precious Monuments of . . . Our History," *AA*, 22:147-80 (Ap 59); Lester J. Cappon, *Genealogy: Handmaid of History* (N.Y. 57); Cappon, Walter R. Benjamin and the Autograph Trade at the Turn of the Century, Mass. Hist. Soc., *Proc.*, 78:20-37 (Ja/D 66).

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C. G. Sisson, The Road to Discovery, *Western Humanities Rev.*, 5:333-41 (Aut 51); A. W. Small, Collection and Use of Archives, *Am. Jour. of Sociology*, 29:77-82 (Jl 23); Julian G. Turner, Manuscripts and History, *ACJ*, 5:31-3 (Wint 53); Lewis G. VanderVelde, Local Records, *AA*, 3:251-60 (O 40); and Martha M. Wishard, History Does Not Exist in A Vacuum, *ACJ*, 3:11-3 (O 50).

On the expanding concept of "archives," their value and their use, see E. J. T. Collins, Historical Farm Records, *Archives*, 7:143-9 (Ap 66); Robert Craig, Shipping Records of the Nineteenth and Twentieth Centuries, *ibid.*, 7:191-8 (O 66); Ralph Davis, Shipping Records, *ibid.*, 7:135-42 (Ap 66); Richard A. Hunter, Some Notes on the Importance of Manuscript Records for Psychiatric History, *ibid.*, 4:9-11 (Lady Day 59); R. L. M. James, Brewing Records: An Inquiry and Its Lessons, *ibid.*, 7:215-20 (O 66); Rupert C. Jarvis, Archivists and Archaeology: The Records of the King's Works, SA, *Jour.*, 3:141-5 (Ap 66); Charles Newman, Medical Records, *Archives*, 4:1-8 (Lady Day 59); P. V. Saxton, Historic Insurance Records, SA, *Jour.*, 3:301-2 (O 67); R. C. Sharman, The Resources of the Queensland State Archives for Use in Creative Writing, *AM*, 3:21-9 (My 66); and John Shearman, The Archives of Motoring, *Archives*, 2:369-81 (Lady Day 56).

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ACQUISITION POLICIES AND PROBLEMS

See particularly AASLH, Association Protests Library of Congress' Active Solicitation of Local and State Manuscripts, *HN*, 11:8-14 (S 56); Richard D.

Altick, Hunting for Manuscripts, in his *The Scholar Adventurers* (N.Y. 60), 86-121; Paul M. Angle, The University Library and Its Manuscript Collections: An Excursion Into Other People's Business, *LQ*, 15:123-30 (Ap 45); Lewis E. Atherton, Western Historical Manuscripts Collection: A Case Study of a Collecting Program, *AA*, 26:41-8 (Ja 63); Harry C. Bauer, Where Manuscripts Should Be, *Oreg. Hist. Quar.*, 51:163-7 (S 50); Mary A. Benjamin, Title to Autographs and the Institutional Seal, with comments, *Collector*, 57:113-5, 145-8 (Jl/N 44); Richard C. Berner, On Ephemera: Their Collection and Use, *LRTS*, 7:335-9 (Fall 63); William N. Bishoff, Tracing Manuscript Sources, *Org. Hist. Quar.*, 51:156-63 (S 50); Robert L. Brubaker, Clio's Midwife: Collecting Manuscripts at a State Historical Society, *IL*, 47:495-501 (Je 65).

Marie P. G. Christie, A Note on Deposit Agreement Forms, SLA, *Bull.*, 8:21-2 (D 51); Collecting Policies, in Laurence J. Kipp, ed., *Source Materials for Business and Economic History* (Cambridge 67), 9-39; Henry B. Cox, Publication of Manuscripts: Devaluation or Enhancement? *AA*, 32:25-32 (Ja 69); Charles W. David, The Conservation of Historical Source Materials, *AA*, 7:76-82 (Ap 56); Robert B. Downs, Collecting Manuscripts: By Libraries, *LT*, 5:337-43 (Ja 57); David C. Duniway, Where Do Public Records Belong? *AA*, 31:49-55 (Ja 68).

Worthington C. Ford, Manuscripts and Historical Archives, AHA, *Ann. Rept., 1913*, 1:77-84; Stanley K. Graham, Records Retention and Destruction, *SL*, 47:361-6 (O 56); J. G. de Roulhac Hamilton, On the Importance of Unimportant Documents, *LQ* 15:511-8 (Jl 42); Barbara J. Kaiser, Problems with Donors of Contemporary Collections, *AA*, 32:103-7 (Ap 69); Lucile M. Kane, Collecting Policies of the Minnesota Historical Society, 1849-1952, *AA*, 16:127-36 (Ap 53); Richard Maass, Collecting Manuscripts: By Private Collectors, *LT*, 5:330-6 (Ja 57); Thomas P. Martin, A Manuscript Collecting Venture in the Middle West: Indiana, 1950-3, *AA*, 17:305-12 (O 54); David C. Mearns, Morsels of History, *ACJ*, 1:3-9 (Ap 49); Robert F. Metzdorf, Manuscript Collecting for Historical Societies, *MSS*, 9:56-61 (Wint 57); On the Library of Congress Policy of Soliciting Local Manuscripts, *MSS*, 9:62-4 (Wint 57); Stanley Pargellis, Our Innocent Arsonists, *IL*, 30:3-7 (Ja 48); Joseph Schafer, Assembling Historical Manuscripts, *WMH*, 17:232-42 (D 33); Margaret Scriven, "They'd none of 'em be miss'd," *MSS*, 7:114-6 (Wint 55); Richard B. Sealock, Acquisition and Organization of Local History Materials in Libraries, *LT*, 13:179-91 (O 64); C. W. Smith, Coordination in the Collection of Source Material: A New Deal in Documents, *Wash. Hist. Quar.*, 25:103-7 (Ap 34); Justin G. Turner, Archives, Manuscripts, and Collectors . . ., *MSS*, 19:12-20 (Fall 67); Univ. of Va. Lib., *Fourteenth Annual Report on Historical*

Collections . . . 1943-44 (Univ., Va. 44), 1-17, Univ. of Va. Lib., *Fifteenth Annual Report . . . 1944-45* (Univ., Va. 45), 1-14; Robert M. Warner, History in Your Attic, *Jour. of Miss. Hist.*, 26: 283-98 (64); Where Are The Historical Manuscripts? A Symposium, AASLH, *Bull.*, 2:103-27 (S 50); What Should I Do With My Collection, *MSS*, 5:16-27 (Sum 53); and Gertrude Wulfkoetter, *Aquisition Work: Processes Involved in Building Library Collections* (Seattle 51).

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XXII. ORAL HISTORY

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3. Charles T. Morrissey. The Case for Oral History, *Vt. Hist.*, 31:145-55 (Jl 63).
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3. Corrine L. Gilb. Tape-Recorded Interviewing: Some Thoughts from California, *AA*, 20:335-44 (O 57).
4. Saul Benison. Reflections on Oral History, *AA*, 28:71-7 (Ja 65).
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XXIII. AUTOMATION AND THE CONTROL OF ARCHIVES AND MANUSCRIPTS

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2. Burke. Report on a Survey of Automation Activities in Archives and Manuscript Repositories in the United States and Canada, *AA*, 31:208-10 (Ap 68).
3. Jay Atherton. Mechanization of the Manuscript Catalogue at the Public Archives of Canada, *AA*, 30:303-9 (Ap 67).
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2. Rita R. Campbell. Machine Retrieval in the Herbert Hoover Archives, *AA*, 29:298-302 (Ap 66).
3. Elizabeth A. Ingerman. A New Method of Indexing Manuscripts, *AA*, 25:331-40 (Jl 62).
4. Russell M. Smith. Item Indexing by Automated Processes, *AA*, 30:295-302 (Ap 67); *cf.* *AA*, 31:220-1 (Ap 68).
5. Sister M. Claudia. Automated Techniques in Comprehensive Indexing, *AA*, 30:287-94 (Ap 67).
6. Morris Rieger. Archives and Automation, *AA*, 29:109-11 (Ja 66).

ADDITIONAL READINGS

HISTORICAL DEVELOPMENT

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PART III. AMERICAN ARCHIVAL AGENCIES AND ARCHIVES

XXV. FEDERAL RECORDS AND ARCHIVES

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